

4-18-1988

Board of Trustees Minutes, April 18, 1988

Eastern Washington University

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Minutes
Eastern Washington University
Board of Trustees
February 18, 1988

The board of trustees of Eastern Washington University held its regular meeting on February 18, 1988, at 9:00 a.m. at the EWU Spokane Center.

Board Members Present

Mrs. Jean L. Beschel
Mr. John V. Geraghty, Jr., chair
Mr. Joe W. Jackson
Mr. Michael C. Ormsby

Board Members Absent

Ms. Kathryn Bannai
Mrs. Eleanor E. Chase
Mr. James L. Kirschbaum

Staff Present

Dr. Phillip L. Beukema, acting vice president and provost,
academic affairs
Dr. Frank L. Borelli, vice president, student services
Dr. William Campion, associate dean, School of Business
Dr. Gordon L. Chapman, acting dean, School of Business
Dr. Steven B. Christopher, vice provost, academic affairs
Mr. Russell A. Hartman, vice president, business and finance
Dr. Gregory W. Hawkins, acting dean, Fine Arts
Mr. Robert Hille, director, EWU Spokane Center
Mr. Fred S. Johns, acting vice president, extended programs
Ms. Leslie A. Kelly, acting director, university relations
Mr. Don G. Manson, business manager, business and finance
Mr. Patrick C. Rast, president, WFSE
Dr. Alexander F. Schilt, president
Mr. William J. Shaw, director, financial services
Dr. Niel T. Zimmerman, dean, Public Affairs

Faculty Present

Dr. Robert E. Gibbs, professor, physics
Dr. Fred A. Hurand, professor, urban and regional planning
Dr. Keetje J. Ramo, president, Faculty Organization

Students Present

Ms. Joyce Zenner, president, ASEWU

Media Present

Mr. Bob Bostwick, KHQ
Mr. Kevin Hanson, Cheney Free Press
Mr. Tom Lee, KXLY
Mr. Jim Sparks, Spokesman-Review/Chronicle
Ms. Bambi Stettler, Easterner

Business Meeting

Mr. Geraghty called the business meeting to order at 9:10 a.m. A quorum was present.

Board of Trustees, Agenda Item III.A.

Mrs. Beschel:

A letter was sent to Gerald Saling and Ken Jacobson from Craig Cole, chair of the Association of University Boards, expressing the AUB's position on the HEC Board master plan. The letter addressed the importance of SAFE funding, the provision of additional services to the Puget Sound area, the selection of peer institutions and the need for each institution to adopt its own effective assessment method. The letter applauded the HEC Board's selection of the goal for the state's higher education institutions of becoming one of the best systems in the country.

The associated students are encouraging the formation of a child care task force to set goals for the providing of day care. The inclusion into the scope of the task force's study of EWU employees' children, in addition to EWU students' and faculty children, was urged. Possibilities were discussed for child care for EWU employees.

Presidents' Reports, Agenda Item III.B.

University

Dr. Schilt:

Jim Kirschbaum has been confirmed as a board member.

The ICNE reception was a positive experience. The Spokane Area Chamber of Commerce gave a well-attended reception for the three new area presidents — Dr. Alexander F. Schilt, EWU; Dr. Arthur J. DeJong, Whitworth; and Dr. Terrance Brown, Community Colleges of Spokane.

The self-study report for the Northwest Accreditation Association has been completed. The chair of the team will be Dr. Joseph Crawley, president of the University of Nevada-Reno.

The research and technology institute's initial funding request is advancing through legislative procedures.

Dr. Schilt recognized area legislators for their efforts on the HEC Board master plan and noted that Senator Gerald Saling was especially helpful in the effort.

Dr. Gordon Chapman introduced Dr. William Campion, the new associate dean of the School of Business. He has been here since January 1 and has been involved in the accreditation issue. His main area of responsibility at EWU will be students, faculty service and the MBA program. He will also assist with the research efforts of the current faculty.

Dr. Gibbs:

At the February HEC Board meeting in Olympia, the board approved the mechanical engineering technology degree. The degree was supported by WSU, U of W, CWU and WWU. The proposed admissions policy is being reviewed by the board. The course requirements will be applied in the fall of 1992. Indexing will go into effect in 1990.

During this meeting, Ms. Vivian Winston expressed her concern with funding and the selection of peer institutions.

Faculty

Dr. Ramo:

The Rules Committee will meet in special session to narrow the planning priorities to be included in the planning process. Portions of the EWU 2000 plan may be incorporated into the process.

The faculty senate passed a motion to invite departments that teach GUR list A courses to upgrade courses from four to five credits. This action will bring EWU in line with practices at its sister institutions. It is being done out of concern for pedagogy as well as contact issues.

The council of faculty representatives (CFR) proposed a constitution change to allow a representative from the CFR to serve on the university rules committee. The legislative representative from EWU will be an ex-officio member of the rules committee.

Several faculty committees are working on personnel matters and faculty development. A sub-committee is looking at salary plans. The senate voted to allow Dr. Ramo full release time to be more involved in the planning process in spring quarter. The faculty will submit their priorities to the President's Planning Council.

Associated Students

Ms. Zenner:

The child care task force will be making recommendations on March 1.

New student representatives will take office February 25. There is an initiative to reduce student elections to once a year.

University Relations

Ms. Kelly:

See Attachment I.

Information Items, Agenda Item IV.

EWU 2000 Report

Dr. Hurand:

The EWU 2000 report was presented. The chair, Dr. Hurand, thanked everyone who had worked on the report and those who participated in the various surveys. Mr. Ormsby expressed the board's appreciation to Dr. Hurand and the others who contributed to the success of the project.

Mr. Ormsby recommended that Dr. Gibbs remain as the vice chair of the EWU 2000 committee to effect continuity on the committee.

He asked that constituent groups be given copies of the EWU 2000 reports, and that they be encouraged to make their views known to the board.

Motion #02-01-88: "I move that the board receive the EWU 2000 report and express the gratitude of the board for the many hours of work by all the constituent groups and committees that participated in the proposal and further ask that the administration encourage constituent groups to review and comment on the document and arrange study sessions or workshops to facilitate this process."

Motion by Mr. Ormsby, seconded by Mr. Jackson, approved unanimously.

The President's Planning Council will conduct a workshop or other appropriate session with intended constituent groups. Mrs. Beschel said that she is aware that many of the steps recommended in the EWU 2000 report are already in progress. She would like to see, however, more discussion of the goals for the year 2000, taking into consideration the recommendations in the HEC Board's master plan.

Grants and Contracts Report

(See Attachment IV.B. of 1-21-88 minutes.)

Action Items, Agenda Item V.

Minutes of January 21, 1988

Motion #02-02-88: "I move that the minutes of January 21, 1988, be approved as corrected."

Motion by Mr. Ormsby, seconded by Mr. Jackson, approved unanimously.

Public Works, Ground Storage Building Doors

Mr. Hartman:

The grounds storage building doors, contract AE-87-04G has been completed and accepted by the university.

Trustees Old and New Business, Agenda Item VI

It was proposed that the March board meeting be postponed or combined with the April board meeting due to the participation of the board and administration in the AGB conference in Washington, DC.

Executive Session, Agenda Item VII.

Mr. Geraghty called an executive session for the purpose of discussing personnel and legal issues. The executive session lasted from 11:50 a.m. until 12:05 p.m.

Personnel Actions, Agenda Item VIII.

The board reviewed the personnel recommendations and made two alterations. The actions as approved are attached. (Attachment II.)

Motion #02-03-88: "I move to accept the personnel actions as modified by the president."

Motion by Mr. Ormsby, seconded by Mrs. Beschel, approved unanimously.

Tour of Research Facilities, Agenda Item IX.

The tour will be rescheduled.

Adjournment, Agenda Item X.

The meeting was adjourned at 12:07 p.m.

Mr. John V. Geraghty, Jr.
Chair

Mr. Kenneth R. Dolan
Secretary



Eastern Washington University
at Cheney and Spokane

April 8, 1988

Board of Trustees of Eastern Washington University
Showalter Hall 214, Mail Stop #130
Cheney, Washington 99004

Dear Board Members:

I would like to begin by saying how excited I am about the upcoming year, and that I feel very honored to be working with such a distinguished panel of community leaders.

Since I have not had an opportunity to formally meet with each of you, I would like to briefly introduce myself. I am a senior majoring in business management and hope to graduate next June, 1989. My goal once I complete my education at Eastern is to enter hotel management or to work at a resort.

Based on the previous success of my predecessor and her administration, I realize that there are high expectations of myself and the Associated Students. I know that this will be a challenge which we look forward to tackling. The elected students and appointed officials which I will be working with this year are listed below along with their respective office and/or position.

Angela Hanson, Executive Vice President, ASEWU
Scott Carpenter, Finance Vice President, ASEWU
Lindie M. Marshall, Finance Vice President, ASEWU

Jeff Galland, Council Position #2
Lynda Booth, Council Position #3, Extended Programs
Jeff Watson, Council Position #4, Student Services
Andy Briggs, Council Position #5, Campus Safety and
Parking
Jon Estrellado, Council Position #6, Faculty and
Academics
Larry Davis, Council Position #9, Speaker Pro-Tem

Emilee Dhamakul, Executive Assistant, Public
Relations
Diana Wright, Executive Assistant, Internal Affairs
Kristi Peters, Director of Elections



Associated Students

OFFICE OF THE PRESIDENT

Pence Union Building 303, Mailstop #60 • Cheney, Washington 99004
(509) 359-2514 (Cheney) • (509) 458-6215 (Spokane)

Letter to the Board of Trustees of Eastern Washington
University
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It should be noted that this list is not complete due to our current, ongoing interviews for one executive assistant and three Council members. I would like to strongly emphasize that if any of you should have questions or concerns regarding our organization or the activities we sponsor, please feel free to contact myself or any of the individuals listed on the previous page.

I am excited that we are off to an excellent start this quarter. We have already been pursuing several projects. I would like to take this opportunity to update you on some of these projects.

Child Care Contract: We have just signed a contract for spring quarter, 1988 which will keep the Cheney-YMCA Child Care Center available for students to use. We are currently in the process of negotiating a two year contract for this facility to operate until 1990. It is our sincere hope that the administration will help financially support this idea.

Additionally, we are hoping to increase our financial support for this program. With this increase, we hope to have a child care subsidy program based on financial need.

ASEWU Elections: As you are aware, last quarter the general student body voted overwhelmingly to have our elections conducted only once a year. There will be a gradual change this quarter and the total process will be implemented by winter, 1989. We are currently examining ways of restructuring our Council. It is our hope that by rearranging our government structure we will better represent Eastern students. Some of the ideas which have come up have been by age group, geographic location, or academic departments.

Washington Student Lobby (WSL): It is our desire to create a strong WSL organization on Eastern's campus. It is our opinion that this can be a very viable student organization to promote students' concerns.

Setting Goals: We are currently trying to complete the goals which were set last year and are looking towards our future goals.

Letter to the Board of Trustees of Eastern Washington
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As you are aware, we will be having our ASEWU Spring Leadership Retreat on April 15 -17, 1988. The theme we are using is "Generating Spirit through Leadership." At this retreat we want to make ourselves accessible to the students and let them know that our goal is to serve them. One of our most important outcomes from this weekend will be to set our future goals with the help of our clubs and organization and to promote "Eastern Spirit." Also, we were looking forward to having representation by yourselves at this retreat. We feel that it is vital for students to have an understanding of the role of the Board of Trustees at Eastern, and for Board members to interact with students in leadership roles.

Lastly, I would like to make you aware of some of our upcoming spring activities. As before, I cordially extend an initiation for you to participate in these events. You are also welcome to attend our weekly Council meetings held on Tuesdays in the PUB Council Chambers at 2:30 p.m.

April 10 - 16	Black Awareness Week
April 20 - 24	Indian Awareness Week
May 14	Spring Formal (at the Sheraton)
May 14	International Student Night
May 20 - 22	Parents' Weekend (This will include the Cowabunga Fun Race, a parents' barbecue, and a cruise on Coeur d'Alene Lake.)

Attached is a calendar of events for this quarter which not only lists the above activities but many more. I will keep you updated on additional events which are scheduled.

Again, I am looking forward to a great year and would welcome any comments or questions that you may have.

Sincerely,



Bill Belden
President, ASEWU

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Eastern Washington University
at Cheney and Spokane

EWU MEMORANDUM

TO: Dr. Alexander F. Schilt, President
FROM: Dr. Duane G. Thompson, Chair, University Planning Council
DATE: April 14, 1988
SUBJECT: Service to Spokane

The Higher Education Coordinating Board master plan requires that Eastern Washington University submit by July 1, 1988, a plan for providing service to Spokane. In response to that requirement, the University Planning Council has drafted the attached report for discussion by the university community.

The report is inconclusive with respect to recommendations on physical facilities in Spokane. As indicated in the report, the River Point project is relatively new. As yet, there is insufficient information about the site to allow the council to make a definitive statement as to whether the site can and should meet the facilities needs of Eastern Washington University in Spokane.

An earlier draft of the report was reviewed by the Academic Senate and copies of the current draft have been sent to faculty, staff and student leadership for their information.

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DISCUSSION DRAFT

Eastern Washington University - Spokane

Eastern Washington University is a complex institution which is not easily placed within existing categories of colleges and universities. It is the primary baccalaureate and masters degree institution for Spokane citizens, with 55 percent of the enrollment living in Spokane County. It has elements of a residential university, of a commuter university and of an urban university while utilizing a common base of programs, faculty, and support services to serve the area. Classrooms are located in Cheney and Spokane, with students attending classes at either or both locations and many faculty teaching classes at both locations as part of their normal assignment. Students, faculty and staff live in both cities and commute both directions. Educational programs are served by common library, computing and information transfer systems.

Eastern Washington University has evolved as an integral part of the greater Spokane area and it serves the region from a base that includes Cheney and Spokane. The role and mission statement adopted by the Higher Education Coordinating Board for comprehensive universities and Appendix C of the state plan for higher education mandate Eastern's responsibility to Spokane and the region. The Higher Education Coordinating Board also designates Eastern as a co-located comprehensive university.

Eastern's enrollment profile has experienced significant changes over the last fifteen years. The traditional 18-24 year old student population remains but there are large numbers of non-traditional students who cannot earn degrees in the traditional manner. Eastern continues to serve the more traditional student, and it has responded by offering degree programs at times and locations which provide access to non-traditional students. Fifty percent of the baccalaureate graduates in 1986-87 were 25 or older, with 27 percent older than 30 years of age. At the masters level 93 percent were over 25 and 65 percent were over thirty. Large numbers of those graduating were individuals who held full-time employment and studied for their degrees by attending evening classes on a part-time basis.

Eastern has successfully responded to Spokane's development as a major center for medical services, communications, public affairs, human services, commerce, and emerging

technologies. During the last 15 years the university has added health sciences degrees in dental hygiene, physical therapy, and health services administration along with cooperative programs in nursing with WSU and Whitworth College. Degrees in public administration, urban and regional planning, social work, communications, computer science, computer technology, computer information systems, business, criminal justice, and creative and technical writing have been added to the curriculum in direct response to the demonstrated needs of the area.

The university plays a major role in service to Spokane and the region by conducting research projects utilizing faculty expertise and by providing consulting and other services through a variety of centers and institutes.

Eastern has the responsibility to offer upper-division and graduate programs in Spokane which merge the needs of students with the needs of selected segments of the Spokane economy. Both benefit in ways which cannot be achieved by offering programs in isolation. To meet that responsibility, the university functions as a mechanism for assessing the need for new degree programs and will seek opportunities for joint and cooperative efforts with other area institutions to meet those needs.

In accordance with the Higher Education Coordinating Board master plan, Eastern Washington University will offer certificate and degree programs, research and service to Spokane and the region consistent with the assigned role and mission of a co-located comprehensive university.

In support of that role and mission, Eastern will continue as a partner in the development of the Spokane Interinstitutional Research and Technology Center and will offer degree programs through the center. The proposal for a university park at the Spokane River Point site is relatively new and will require further detailed study, but Eastern plans to be a partner in the development of the site. Through cooperative efforts in both projects, Eastern can be a provider of library and computer support services. Cooperative approaches to physical plant maintenance will be explored.

Educational Programs

CURRENT: Many of Eastern's degree programs are located in Spokane to provide greater

access to Eastern's non-traditional students, and/or to place students and faculty close to practicum and professional practice facilities which are incorporated into the curriculum. Approximately 2800 students take classes in Spokane each academic quarter. Demand dictates the university will continue to offer the following certificate, baccalaureate and masters degree programs in Spokane.

Masters Degrees

- Master of Business Administration
- Master of Education
 - Elementary Education
 - School Administration
 - Curriculum Specialist
 - Foundations of Education
 - Reading Specialist
 - Elementary Education Specialist
 - Supervising Teaching
- Master of Fine Arts, Creative Writing
- Master of Nursing (with WSU and Whitworth)
- Master of Public Affairs
- Master of Science
 - Communications
 - Computer Science
- Master of Social Work

Bachelors Degrees

- Bachelor of Arts
 - Business Administration
 - Communication Studies
 - General Studies
 - Health Administration
 - Journalism
 - Social Work (Three year cycle)
- Bachelor of Science
 - Computer Information Systems
 - Dental Hygiene
 - Nursing
 - Organization and Mass Communication
 - Physical Therapy

Certificate Programs

- Alcohol Studies Program, certificate
- Education, Fifth year certification
- Labor Studies Program, certificate

Other

- Foreign language consortium with Gonzaga and Whitworth

FUTURE: Several degree programs are under consideration to be offered in Spokane. The dates for implementation depend upon attaining satisfactory facilities for the programs and /or completing discussions with other institutions to support joint or cooperative degrees.

Two programs in Eastern's current degree inventory will be offered in Spokane. Neither requires specialized facilities.

- Master of Urban and Regional Planning
- Bachelor of Arts, Criminal justice

Three programs are being discussed as interinstitutional offerings.

- Master of Science, Communications Disorders (EWU and WSU)
- Master of Health Administration (New degree, EWU, GU, WSU, and Whitworth)
- Master of Science, Audiology (New degree, EWU and WSU)

The Bachelor's Degree in Physical Therapy will be changed to a Master's of Physical Therapy Degree, and the bachelor's degree will be terminated.

When the facility to house the Spokane Intercollegiate Center for Research and Technology is completed, Eastern will relocate five degrees into the center. The BS degree in Computer Information Systems and the MS degree in Computer Science will be relocated to SIRTl from the Spokane Center. The following degrees will be relocated from Cheney and offered under the aegis of the center.

- Bachelor of Science
 - Computer Science
 - Computer Technology
 - Mechanical Technology

Three other degree programs are being considered as Spokane offerings in the 1989-91 biennium. Needs assessment and program design need to be completed for two new degrees and approval will be requested of the Higher Education Coordinating Board to authorize their offering.

- Master of Science, Community and Mental Health Counseling (current degree)
- Master of Science, Recreation and Leisure Services (proposed)
- Master of Science, Exercise Science and Health Promotion (proposed)

The university will continue to seek cooperative arrangements with other institutions even though degree programs are not directly involved. Beginning in September, 1988, Spanish 201, 202, and 203 will be offered in Spokane in the evening as a joint offering of Eastern Washington University and Spokane Falls Community College. Both institutions will offer the classes with instructional responsibility alternating between the two each year. SFCC will have instructional responsibility for the 1988-89 academic year.

The Spokane area will remain a valuable resource for internships, practica, and placements through the cooperative education program. The cooperative education program places over 600 students per year in over 500 firms, institutions, agencies, and clinics in the Spokane area. Forty five departments and programs are involved.

In addition to the cooperative education program, the following programs will continue annually to place approximately 1500 students in the community as part of their degree requirements. The numbers show the range of placements from year to year or state the number of actual placements for the 1987-88 academic year.

Health Science Programs

	<u># Placed</u>
Communication Disorders	15 - 20
Dental Hygiene	20
Exercise Science	6-8
Medical Technology	4-6
Nursing	125
Nutrition	26 - 28
Physical Therapy	40 - 42

Education Programs

Introduction to Education	590
Classroom Experience	230
Student Teaching	263
Counseling practicum	14 - 16
School Administration practicum	30

Other Programs

Criminal Justice	18
Psychology	28-32
Public Administration	3-4

Radio-Television	25-30
Recreation/Leisure Services	15
Social Work	35-50
Urban and Regional Planning	3-4

Support Services

Student and faculty support will continue to be provided which is appropriate to the programs offered in Spokane. As degree programs are added or withdrawn from Spokane, the services supporting those programs will be also be changed.

CURRENT: Through centralized computing, some administrative student services are available at both locations. Full support is available at the Spokane Center for admitting and registering students, and complete academic program advising is available at the center for students enrolled in degree programs offered in Spokane. Student advising for other degree programs, financial aid information and other student services are available in Spokane on a limited basis.

A variety of student activities are scheduled at the Spokane Center to meet the needs of the Spokane Center students. These functions are one facet of the university's total student activities programs and are sponsored in cooperation with the Associated Students of Eastern Washington University.

Instructional support is provided through library services and computer laboratories on site at the Spokane Center. The library holdings in Spokane reflect the programs offered there with support from Kennedy Library in Cheney. Computer support consists of both stand-alone systems and networking by microwave to the computing center in Cheney.

The university continues to provide valuable information services to the community and the surrounding region as a public service. However, the increase in degree programs in Spokane has brought additional pressure on the resources currently available. Technology exists to provide access to information sources world-wide. Similar technology is utilized by the area library network (SCOLIS) and exponentially expands user access for each of the individual network members. By combining the full potential of that technology with the expertise and resources available through area colleges and universities, the community could have a resource

of immense proportions. Business, industry and the professions could access national and international data base systems and could more effectively utilize the information systems available in the Spokane area.

Eastern Washington University proposes full discussion of this possibility with all area institutions and interested parties from the private sector.

FUTURE: Over the next three biennia, support services for the programs in Spokane will be increased to assure appropriate faculty and student support. This will include:

- Faculty offices
- Secretarial support
- Technical support
- Student services personnel

The number of staff and their classifications will depend in part on the location and configuration of physical facilities presently under study and the number and type of degree programs which will be offered.

As a means to increasing access to information resources, the following alternatives are under consideration for improving service to the Spokane area.

- Expand the selection of technical information and research reports (NASA, DOE, NSF) to improve access and visibility.
- Further strengthen the university's U.S. census data operation so as to satisfy "market analysis" needs of the regional business sector.
- Expand and enhance the information system for the health sciences currently located at the Spokane Center and the Paulsen Center
- Augment the library support staff with the addition of a health/life sciences librarian and a library technician.

The expansion of educational offerings and support in Spokane will create increased demands for information processing and general computer support for instruction and research. The mix of activities in Spokane, centered around the Spokane Center and the Intercollegiate Center for Research and Technology suggests that expansion of Eastern's computing resources are likely to focus on Spokane facilities. The university currently owns a high speed microwave link between Spokane and Cheney which allows for computing support to be economically transported between

these locations. Rather than duplicate staff and physical facilities in Spokane and Cheney, service will be provided from a single, centralized facility.

Because the expanding Spokane offerings of Eastern and other participating universities will require additional computing support in Spokane for instruction, library support, research support, and administration it is most likely that Eastern will seek to locate the bulk of its already considerable computing resources in Spokane, with services distributed to various locations over existing communications links. A plan will be developed for this approach with the intention of using Eastern's existing investment in staff, equipment, and communications networks in a way that will benefit all universities participating in service to Spokane.

Facilities

CURRENT: Due to program mix and enrollment demand, Eastern Washington University has outgrown the Spokane Center and urgently needs additional space in Spokane for classrooms, laboratories, offices and student services functions. The Spokane Center has 30,462 assignable square feet. As presently configured the building is used to capacity and it cannot meet the growing demand for classrooms and library and computer services during the evening hours. Renovation would provide more efficient utilization of the gross square footage available.

In addition to the Spokane Center, eight classrooms are leased from the Bon Marche to meet the demand for general classroom space. The masters program in communication disorders shares space with Washington State University's communications disorders program in the Farm Credit Bank building. Dental Hygiene, Physical Therapy, the Applied Physiology Laboratory, and the office of the Dean of Health Sciences occupy 14,945 assignable square feet at the Paulsen Center. The programs are crowding the space and the arrangement is not satisfactory over the long-term. Classes for other programs are scheduled every term in other downtown area buildings to meet student demand.

Offering programs in several locations in Spokane demands fragmentation and duplication of services. This leads to increased administrative and support costs to maintain appropriate service levels.

The availability of appropriate off-street parking is insufficient to meet the needs of students and staff at the various sites. The problem will increase in severity with the growing demand for educational programs and the services of the university.

Eastern needs appropriate facilities for the fine and performing arts in Spokane. Existing facilities in the city could meet that need, and that alternative is under consideration.

FUTURE: Eastern Washington University will seek additional facilities in Spokane for classrooms, laboratories, offices, and student services functions. Planning funds will be requested of the 1989 Legislature and funds for construction will be requested for the 1991-93 biennium.

Three general configurations are being explored to provide additional space in Spokane. The first is to consolidate programs in a single location, the second is to continue the present practice of finding appropriate facilities in separate locations for specific programs, and the third would be a combination of the first two options. A final determination will be made after full consideration of present and future program needs and of the outcome of interinstitutional efforts to develop a Spokane university park.

There are persuasive arguments for developing a plan to consolidate all programs at a single location. Student services which meet the unique needs of older and working students would be more effectively and efficiently provided. Administrative and support services and plant maintenance costs could be reduced. A location which provides ample parking, which is easily accessible by private and public transportation, and which is readily available to people working in the core area of the city has much to commend it.

Factors for consideration in seeking an overall solution are the following:

- A university park concept, with consolidation of programs and services, would house both current and contemplated degree programs as well as student, administrative and support services.
- Renovation/expansion of the Spokane Center would be designed to increase general classroom space and to enlarge and enhance the library and computing areas.

- The Spokane Interinstitutional Research and Technology Center will provide appropriate teaching, laboratory, and office space for the technical degree programs.
- A facility is necessary to adequately house the health science programs. Three alternatives to relieve the situation are contemplated. The alternatives are (1) to develop a joint health sciences center with Washington State University independent of other facilities, (2) to include a joint center as part of a larger interinstitutional higher education center, and (3) to develop a separate and independent center for Eastern Washington University. The first or second options are preferred. Significant economies would be gained if the center was a jointly shared facility.
- Appropriate facilities for fine and performing arts could be existing facilities or new construction, and could be stand-alone or part of the university park option.
- Provision for adequate off-street parking is incorporated within each of the above.

Public Service

Public service is fundamental to Eastern Washington University's role and mission. That responsibility is manifested through providing faculty expertise to the region, through research projects which join the university with government and private entities to solve problems and to stimulate the economy, through human services activities which support client services in area clinics and agencies, and by providing cultural enrichment through the fine and performing arts to area citizens.

As the primary baccalaureate and masters degree institution in Spokane, Eastern Washington University has traditionally served as a rich resource for public services to Spokane and the region. The University will continue to provide that service through the following Institutes and centers. Some of them remain located in Cheney, but each will continue to serve the community. (There will be a short description for each of these.)

- Institute for Urban and Local Studies (Spokane)
- Institute for Korean -American Affairs
- Center for Technological Development
- Spokane Business Incubation Center (Spokane)
- Mine Safety and Health Administration
- Eastern Washington Science Center (Spokane)
- University Planetarium
- Community Service Center
- Business Resource Center
- Business and Economic Research Center
- Center on Aging
- University Conference Center

- Institute for International Business Development
- Spokane Medical Library (Spokane)

The Spokane Center maintains a policy of providing facilities to the public for meetings and seminars as well as non-credit conferences, workshops and seminars. During the 1987 calendar year 22,141 people attended 614 such activities at the center. Statistics for 1988 show a similar use level. Groups using the facility included Spokance Unlimited, National Association of Social Workers, Washington State Utilities and Transportation Commission, University of Washington/Western Washington University DSHS workshops, and the mayor's office for the City of Spokane. Eastern's facilities will continue to be available for these activities.

The Spokane Center is a downlink site for video teleconferences, and it provides a full range of teleconference offerings in association with the National University Teleconference Network, the National Defusion Network, the University Television Network, the Health Sciences Network, and independent producers. Fifty five teleconferences have been conducted at the center in the past five years. This service will continue.



SPOKANE DIVISION • TAFC-34, Spokane, Washington 99220, Telephone 509 922-4001

From: Mac McGrath

February 23, 1988

To: Terry Brown, CEO, Community Colleges
Bernard Coughlin, President, Gonzaga University
Alex Schilt, President, Eastern Washington University
Sam Smith, President, Washington State University

Attached for your approval are the latest recommendations and plans for a Spokane Intercollegiate Research and Technology Institute. I believe that the committee you commissioned has completed and agreed upon all of the necessary framework for you to be able to proceed with the steps required to establish the institute.

This institute will be of immense importance to Spokane and the Inland Northwest. My thanks to you and the committee for the extra efforts, teamwork and cooperative spirit that made this project a success.

Sincerely,

A handwritten signature in cursive script that reads "Mac McGrath".

Mac McGrath

February 23, 1988

RECOMMENDATIONS AND PLAN
FOR A SPOKANE INTERCOLLEGIATE
RESEARCH AND TECHNOLOGY INSTITUTE

PREPARED BY:

DON BRESSLER
BILL GRAY
RUSS HARTMAN
BILL ILGEN
JANE JOHNSON
MAC MCGRATH
JOHN RINGO
MAX SNYDER
HUGH SULLIVAN
JERRY TUCKER

SPOKANE INTERCOLLEGIATE RESEARCH AND TECHNOLOGY INSTITUTE

BOARD OF DIRECTORS

Rationale:

During the start-up phase for the center it is anticipated that the board will play a very prominent advisory role in defining center function and operation. Group dynamics suggests that to have an effective working group membership should not exceed 15-18 members. Additional representatives from the community, institutions and industry can participate as active members of the boards' working committees. Board membership can expand when necessary after the center has been firmly established. Initial appointments to the board will be made by the Presidents of the four participating institutions.

• Membership - 16

Educational Institutions - 4

• Principle Administrative officers for engineering and technology

- * Community Colleges of Spokane
- * Eastern Washington University
- * Gonzaga University
- * Washington State University

Community - 3

- * President - Spokane Chamber of Commerce
- * Director - Spokane Valley Chamber of Commerce
- * President - Economic Development Council

Business and Industry - 9

(Proposed initial membership)

Cominco
Fairchild AFB
Hewlett Packard
ISC
Kaiser
Keytronic
Small Business - 2
Washington Water Power

• Term

Permanent membership* and rotational three-year appointments.
(No restrictions on reappointments)

• Chair

Elected from the community and business and industry membership. The vice-chair to be chair elect.

- **Function**

- Advisory to the Executive Director
 - Approves center policy, and center budget
 - Selected Members chair working committees
 - Selected Members serve on Executive Council
 - Establish and Revise Bylaws

EXECUTIVE COUNCIL

Rationale:

Comprised of selected board members this smaller council provides frequent direction and counsel to the center Executive Director. Has delegated authority from the board between scheduled meetings.

- **Membership - 6**

- Educational Institutions - 4
 - Chair - 1
 - Vice Chair - 1

- **Function**

- Prepares Policy and Budget for board approval
 - Advisory to the Executive Director on personnel decisions
 - Reviews performance of center Executive Director

COMMITTEES

Rationale:

The Board committee structure provides detailed guidance to the Executive Director on specific matters relating to center operation. Initially five working committees are proposed. The Board and Executive Director should establish a committee structure which is most effective for center operation. The proposed committees include:

- Facility and Operations Committee
- Education and Training Committee
- Research and Development Committee
- Business Research and Development Committee
- Information Transfer Committee

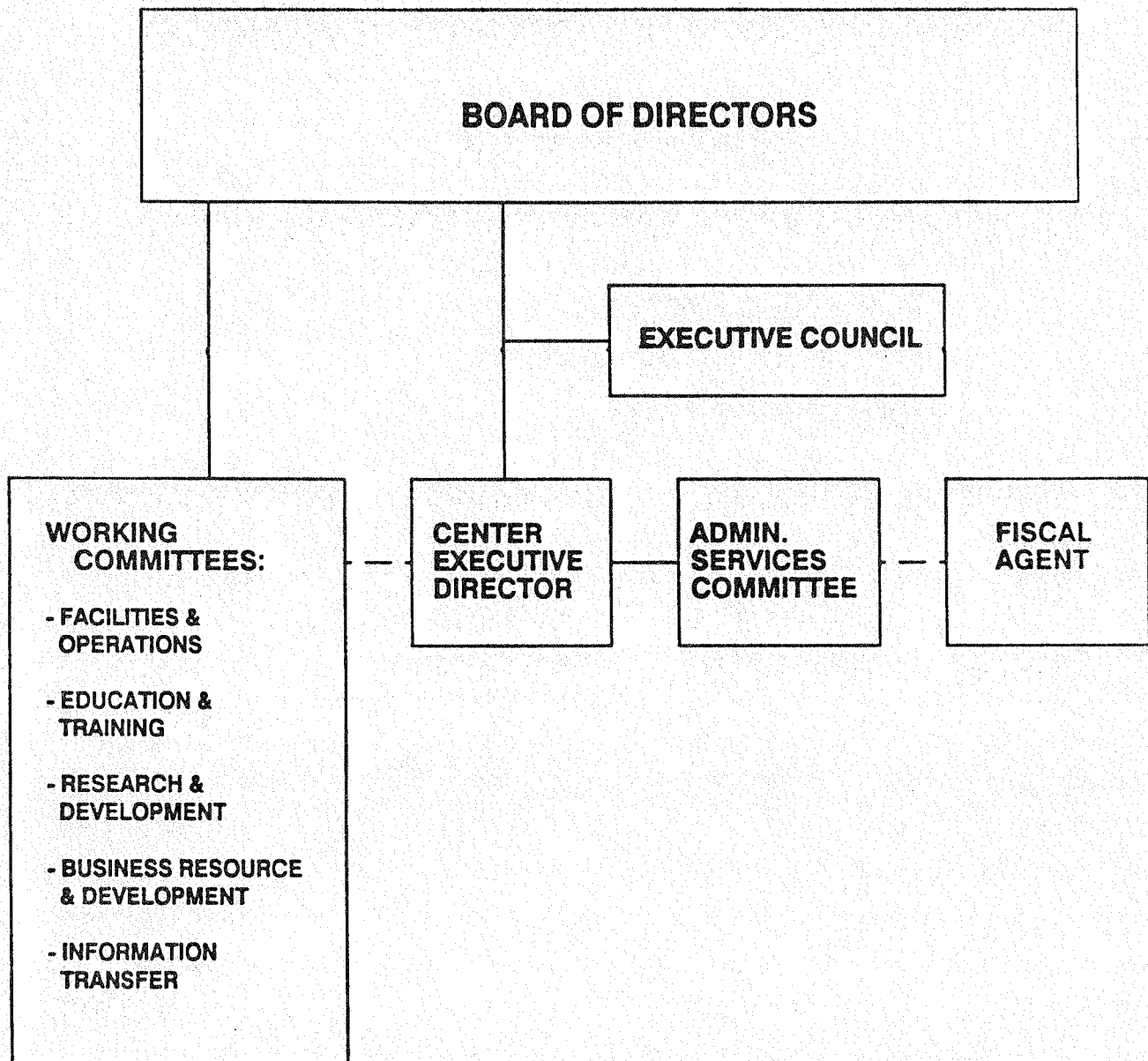
- **Membership**

- Chaired by a member of the board with remaining members from the board or at-large. Executive Director is an ad-hoc member of each committee.

Administrative Services Committee

Rationale:

This committee includes selected finance officials from each of the four educational institutions. It provides for effective fiscal and personnel management consistent with the universities individual requirements but necessarily accountable to the center fiscal agent.



February 11, 1988

SPOKANE INTERCOLLEGIATE RESEARCH AND TECHNOLOGY INSTITUTE

EXECUTIVE DIRECTOR

The Executive Director of the Institute will have responsibilities for the promotion, development and planning of an intercollegiate center for technology in Spokane. After the center is established, the director will manage the operation of the center and ~~coordinate programming and services with the participating institutions.~~ The Executive Director is responsible to the Board of Directors.

(1) EXECUTIVE DIRECTOR START-UP RESPONSIBILITIES:

- Development of facility plans
- Coordinate the implementation team (present group of institutional representatives and appointed advisory board)
- Prepare information and budget proposal for board and legislature
- Present progress reports to college and university presidents
- Address legal issues with respect to public and private sector
- Presentation of institute proposal to business, industry and Economic Development Council
- Coordinate institute development with Momentum '88
- Work with institute advisory board as appointed by institution presidents (business/industrial/economic development)

(2) EXECUTIVE DIRECTOR ON-GOING RESPONSIBILITIES:

- Management of institute through Board of Directors
- Implement strategic planning process
- Coordinate program planning with participating institutions and business and industry
- Policy and procedure administration
- Key personnel appointments and supervision
- Facilities planning and acquisition
- Corporate relations
- Government relations

Spokane Intercollegiate Research and Technology Institute

-2-

- College and university relations
- Intellectual property licenses
- Liaison and staff to the Board's executive council
- Liaison with Administrative Services Committee
- Conduct grant writing, proposal preparation and external funding coordination
- Work with business and industry to investigate and promote activities and projects relevant to a research and training center
- Develop operating policies for Board of Directors

**PROJECTED ANNUAL COSTS
SPOKANE INTERCOLLEGIATE RESEARCH & TECHNOLOGY INSTITUTE**

Personnel

Executive Director	\$ 80,000
Industry Project Coordinator	40,000
Clerical	15,000
Administrative Assistant	30,000
Computer Systems Analyst	30,000
Broadcast Technician	24,000
Electronic Technician	30,000
Allocation to EWU, WSU, GU, CCS for Assistant Directors	60,000
Total Salaries	\$309,000
Benefits at 22%	68,000
Total Personnel Costs	\$377,000

Other

Travel	\$ 20,000
Office Equipment	30,000
Supplies & Materials	20,000
Telephone Installation	40,000
*Maintenance	48,000
*Custodial	44,000
*Heat, Air, Lights	36,000
Total Other Costs	\$238,000

TOTAL ANNUAL COSTS	\$615,000
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*Based upon 40,000 sq. ft. building; \$.90/sq. ft. for utility costs, \$1.20/sq. ft. for maintenance costs, and \$.80/sq. ft. for custodial costs.

Revised February 15, 1988

SPOKANE INTERCOLLEGIATE RESEARCH & TECHNOLOGY INSTITUTE

Summary of Space Requirements

<u>Classrooms</u>		<u>Net Sq. Ft.</u>
1. Studio classroom (2-way)	1 @ 40 sta. @ 25 s.f./sta	1,000
2. Televised seminar rooms	2 @ 16 sta. @ 28 s.f./sta	900
3. Receive only classrooms	2 @ 16 sta. @ 300 s.f./room	600
4. TV control room		200
5. Micro-computer classroom	1 @ 45 sta. @ 35 s.f./sta	1,575
6. Standard classroom	3 @ 25 sta. @ 20 s.f./sta	1,500
7. Continuing Ed. classroom	1 @ 70 sta. @ 20 s.f./sta	1,400
(divisible into 2-35 sta. rooms with tables & chairs)		
TOTAL - CLASSROOMS		6,975
<u>LABORATORIES</u>		
<u>Instruction</u>		
8. Computer instruction lab	1 @ 30 sta. @ 35 s.f./sta	1,050
9. Electronic instrumentation		
and design lab	1 @ 30 sta. @ 50 s.f./sta	1,500
10. Multi-use instructional lab		1,000
(robotics, manufacturing, etc.)		
TOTAL		3,550
<u>Research & Development</u>		
11. Wet laboratories	2 @ 300 s.f.	600
12. Manufacturing prototype and		
developing lab		2,000
13. Project laboratories	8 @ 200 s.f.	1,600
(industry & graduate students)		
TOTAL		4,200
TOTAL - INSTRUCTION-RESEARCH LABS		7,750

PROGRAM SUPPORT FACILITIES

14. Small Business Development Center		1,500
15. Information Networking Resource Center	1 @ 10 sta. @ 30 s.f./sta	300
and integrated study space		300
16. Shop		1,200
(fabrication-prototype development)		
17. Auditorium	1 @ 100 sta. @ 12 s.f./sta	1,200
(folding table arms)		
18. Exhibit hall	2 @ 24 sta. @ 20 s.f./sta	960
(folding partition between both rooms)		
19. Student lounge		300
TOTAL - PROGRAM SUPPORT FACILITIES		5,760

OFFICES

20. Faculty/graduate offices	10 @ 150 s.f. each	1,500
21. Administrative-Director		200
Assistant to Director		150
22. Conference-Board Room	1 @ 30 sta. @ 22 s.f./sta	660
23. Reception-waiting room		300
(adjacent to Exhibit Hall)		
24. Clerical workstations	3 @ 120 s.f./work sta.	360
25. Workroom		200
TOTAL - OFFICES		3,370
GRAND TOTAL NET		23,855

GRAND TOTAL GROSS

(Add 19,494 for hallways, core areas, washrooms, etc.)

43,349

SPokane INTERCOLLEGIATE RESEARCH AND TECHNOLOGY INSTITUTE

GOAL: Construction started by 1990 using funding approved by the 1989-91 Legislative session.

TIMETABLE:

Dec. 87/ Jan. 88	Presidential Subcommittees <ol style="list-style-type: none">1. Location criteria and process for identification of sites.2. Timetable for implementation3. Operating costs/user fees for center4. Program5. Organization/governance6. Job description for executive director
Jan. 7	Site selection criteria discussed (9:30 a.m., Bill Gray's office) Meet with site location consultant, Robert Scanell, Vice President of Commonwealth System, Pennsylvania State University (looking at optional locations for WSU, Spokane branch campus and site considerations for institute))
Jan. 20	Prepare materials for presidents (9 a.m., Joint Center)
Jan 29	Briefing packets presented and discussed with presidents
Week of Feb. 8	Selection process for the architects initiated (subcommittee representatives participate in the process)
Feb. 10	Deadline for presidents briefings by members of subcommittee
Feb. 11	Preparation of final report for presidents (9:30 a.m., Joint Center)
Feb. 24	Area college presidents meeting (Approve the recommendations of the committee and schedule early joint media announcement of the project.)
Mar. 9, 1988	Architect selected for WSU, Spokane campus and the Institute
March, 1988	Renderings of proposed facility developed
March, 1988	Max Snyder volunteered support staff from the office of the Joint Center of Higher Education to help move the project forward (advocacy, communication role)
March, 1988	Briefings and obtain endorsements from area legislators, HEC Board, Joint Center Board, Momentum '87 executive, public affairs and legislative committees and Higher Education Committee of the Chamber of Commerce.

March, 1988	Area college(s) faculty briefing(s) Business/industry briefing(s) (sponsored by Momentum '87)
Mar./April 1988	Address legal issues surrounding the institute with respect to public and private sector
Mar./April 1988	Preparation of the institute budget
April, 1988	Progress report to college and university presidents
April, 1988	Propose to the presidents for appointment of a slate of potential board of directors/advisory council members for the institute. (The board and/or council during the start-up phase for the institute will have a prominent advisory role in defining function and operation and lobbying the legislature for its support.)
April/May 1988	Local private sector fund raising for furnishings, equipment and land (pledges of support)
May, 1988	President's meeting to approve legislative package and site selection
June, 1988	Submittal of project progress report to OFM (WSU submit in capital request planning and construction dollars for institute)
Aug. 24, 1988	Submittal of capital budget request for legislative approval in the 1989 Legislative session.

APPENDIX

LOCATION CRITERIA FOR PROPOSED INSTITUTE

The location of the institute should meet the following criteria:

1. Convenience for business and industry users.
2. Good accessibility - short distance to I90.
3. Good proximity to participating institutions.
4. Able to use support and services from participating institutions.
5. Room for growth (Tri-Cities' University Center has 85 acres).
6. Ample free parking and room for easy expansion.
7. Reasonable cost for land and infrastructure.
8. Pleasing environment.

INSTITUTE FUNCTIONS & PROGRAMS

1. EDUCATION AND TRAINING

- o ENGINEERING, COMPUTER SCIENCE, APPLIED SCIENCE, ENGINEERING TECHNOLOGY, AND ENGINEERING MANAGEMENT
- o DEGREE PROGRAMS AND CONTINUING EDUCATION
- o COURSES DELIVERED ON SITE AND BY TELECOMMUNICATIONS

2. RESEARCH AND DEVELOPMENT

- o JOINT INDUSTRY-UNIVERSITY RESEARCH AND DEVELOPMENT PROJECTS
- o UNIVERSITY RESEARCH
- o INDUSTRY RESEARCH AND DEVELOPMENT
- o SPECIALIZED LABORATORIES, EQUIPMENT, AND SUPPORT
- o PRIVATE RESEARCH INSTITUTE PROJECTS
- o NEW PRODUCT RESEARCH AND DEVELOPMENT

3. BUSINESS RESOURCE AND DEVELOPMENT CENTER

- o COUNSELING FOR EMERGING AND EXISTING FIRMS
- o ENTREPRENEURIAL DEVELOPMENT
- o LINKAGE TO FUNDING SOURCES AND FUNDING INFORMATION
- o LINKAGE TO OFF-SITE TECHNICAL AND BUSINESS RESOURCES

4. NETWORKING OF INFORMATION AND TECHNICAL SYSTEMS

- o COLLEGE AND UNIVERSITY LIBRARIES
- o LINKAGE TO INDUSTRIAL AND COMMUNITY LIBRARIES
- o FEDERAL LABORATORY INFORMATION NETWORK
- o STATE AND FEDERAL AGENCIES LINKAGE
- o PUBLIC AND PRIVATE COMPUTER SYSTEMS
- o COMMERCIAL DATA BASES

RESEARCH & DEVELOPMENT

A. COMPUTER SYSTEMS AND SUPPORT

1. JOINT SOFTWARE RESEARCH AND DEVELOPMENT WITH BUSINESS
2. NETWORK TO SPOCAD
3. COMPUTER FACILITY
4. ARTIFICIAL INTELLIGENCE
5. SOFTWARE ENGINEERING

B. MANUFACTURING PROGRAMS - Focus on Small Businesses

1. COMPUTER-AIDED MANUFACTURING
2. COMPUTER-INTEGRATED MANUFACTURING
3. PROCESS DESIGN, DEVELOPMENT AND CONTROL
4. AUTOMATION
5. ROBOTICS
6. QUALITY ASSURANCE & CONTROL (STATISTICAL QUALITY CONTROL PROCESSES, ETC.)
7. PROTOTYPE EVALUATIONS
8. PRODUCT INTRODUCTION PROCESSES

C. NEW PRODUCT RESEARCH AND DEVELOPMENT

1. FACILITY FOR SMALL BUSINESS INNOVATIVE RESEARCH PROPOSALS AND PROJECTS
2. LINKAGE TO WASHINGTON TECHNOLOGY CENTER PROGRAMS
3. RESEARCH RESOURCES; FACULTY AND INDUSTRY EXPERTISE, SPECIALIZED EQUIPMENT AND SPACE

D. TESTING AND MEASUREMENTS

1. PRODUCT QUALIFICATION TESTING (EMI, ENVIRONMENTAL, ETC.)
2. NATIONAL BUREAU OF STANDARDS TRACEABILITY
3. REFERENCES & RESOURCES FOR MEETING VARIOUS COUNTRY/GOV'T AGENCY STANDARDS & CODES FOR SAFETY, ENVIRONMENTAL, ACCURACY, EMISSIONS, ETC.
4. MATERIALS TESTING

D. ENVIRONMENTAL ENGINEERING AND RESEARCH

1. WASTE MANAGEMENT & ALTERNATIVE PROCESS DEVELOPMENT
2. WATER QUALITY AND WATER RESOURCE MANAGEMENT

INSTITUTE EDUCATION[®] AND TRAINING PROGRAMS

"Courses and degree programs delivered by both on-site faculty and telecommunications systems. The criteria for selecting the courses to be offered is based on industry needs, accessibility, or where there are benefits from joint institutional programs.

<u>Course/Program</u>	<u>Emphasis/Focus</u>	<u>Institution</u>
I. Graduate Programs:		
a. MS Elect Engr	Tailored to local industry needs	WSU, Gonzaga
b. MS Mech Engr		WSU, Gonzaga
c. Materials Science & Engineering - MS		WSU
d. Engineering Management - MS (EWU & Gonzaga also offer)		WSU
e. MS Computer Science (WSU also offers courses leading to MS)		EWU
II. Four-Year Degree Programs:		
a. BSEE		Gonzaga (Via ITFS &
b. BSME		" faculty)
c. BSCE		"
d. BS Industrial/Mfg Technology		EWU
e. BS Computer Technology		EWU
f. BS Computer Science		Gonzaga, EWU
III. Two & Three Year Degree Programs AA & AAS Degrees:		
a. Computer Science		Community Colleges
b. Software Engr Technology		Community Colleges
c. Data Processing & Programming		Community Colleges
d. Electronics Technology		Community Colleges
e. Architectural Technology		Community Colleges
f. Civil Engr Technology		Community Colleges
g. Mechanical Engr Technology		Community Colleges
h. Automated Equip. Technician		Community Colleges
i. Fluid Power Technician		Community Colleges
j. Computer Integrated Mfg Technology (new)		Community Colleges

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IV. Non-Degree Programs

a. Applied Science

Complementary courses in chemistry, physics,
math, etc., as needed

b. Statistical Quality Control

c. Materials

WSU, Comm. Colleges
Comm. Coll., EWU, WSU,
Gonzaga
EWU, WSU

**d. Artificial Intelligence
& Software Engr**

e. Environmental Topics

**f. Computer Aided Design
& Manufacturing**

WSU, EWU
Comm. Coll., Gonzaga

g. Technical Management

h. Biotechnology Processes

Local Focus

**i. International Marketing
& Competitiveness**

WSU, Gonzaga
WSU, EWU

**j. Special Training Facilities
for Business & Industry**

Comm. Coll., EWU, WSU,
Gonzaga

**k. Satellite Delivered Courses from
NTU, AMCEE, IEEE, etc.**

Comm. Coll. EWU, WSU,
Gonzaga

A Spokane Intercollegiate
Research and Technology Institute
Proposed
Organization and Structure

Introduction

Since the early 1980's, the institutions of higher education in Spokane have made several attempts to develop a research and technology center. Support for the concept is enhanced by recent civic activities addressing economic development. This proposal offers a framework around which public and private institutions of higher education in Spokane can work collaboratively to address local research and product development needs.

An opportunity to consider the organizational structure for a Spokane Intercollegiate Institute for the promotion, development, and delivery of programs and services meeting the technological needs of the region, marks a truly significant milestone of progress essential to the evolution of a dynamic and stable regional economy. This opportunity results from initiative of the area's academic institutions and Momentum 87 in defining community needs and describing educational and research programs to address those needs. Expanded cooperation among institutions has enabled the identification of underlying principles prerequisite to the establishment of formal understandings among sponsoring organizations:

- Clear focus on educational and research needs of the Inland Northwest;
- Identity for the institute, separate from individual institutions, and reflecting the interest of the community;
- Preservation of institutional integrity and autonomy;
- Essential involvement of all institutions including recognition of the private institutions, their role in the

community, and the valuable resources which they can contribute.

The intercollegiate element is an essential component of the institute. Its likelihood of success will be maximized by the full participation of the region's institutions of higher education involved with technology and engineering education. Institutional participation will vary according to program emphasis and mission and each participating institution will be indentifiable within an umbrella framework.

Role and Mission

Several characteristics reflect the essence of the institute, reveal its uniqueness, and describe expectations anticipated from its development:

- Focal point for the systematic application of research, training, and scientific investigation in the Inland Northwest;
- Focus of public and private scientific investigation towards regional research and needs which impact economic development;
- Interaction of university and non-university scientists in research activity and the transfer of resulting technology to the user community;
- Interface to regional high technology industry.

The programmatic focus of the institute will be applied research and design, education and training, and product development. Collaboration with local high technology industry will foster the interaction of scientists and technicians around the problems and needs of local businesses and industries. The institute will serve as a catalyst for technological research and product development that will occur on sight, on a neighboring campus, or at a local industrial facility.

All institutions will participate according to their unique strengths and commitment to the region's development. Under the aegis of an intercollegiate research and technology institute, it is anticipated that each institution will simultaneously develop a market niche

consistent with its role and mission and will contribute in a meaningful way to regional growth and development. One obvious enhancement to the concept is the availability of laboratories, classrooms, media facilities, and research equipment in one location to be accessible by all member institutions.

Administration, Organization, and Structure

A complex, inter-institutional, and multi-functional operation involving both public and private organizations is subject to both political and practical realities. In particular, three constraints are prerequisite to organizational development:

- 1) There must be accountability to the legislature and extramural funding sources.
- 2) Each institution must be identifiable and accountable to its various constituents and public.
- 3) Program development and implementation must proceed in an environment free from the distraction of institutional politics.

Successful operation of the enterprise will require several unique organizational elements to provide the public accountability necessary for legislature support, establishing a neutral and conducive program environment, and otherwise accomplishing the objectives of the institute. Such an organizational architecture contains several key administrative elements.

First, there must be a fiscal agent. A single agent, an institution with an established record of agency for off campus operations and consortia is appropriate. Washington State University will be the fiscal agent.

To assure that community needs are adequately reflected in the program priorities and a program environment that is neutral with respect to institutional influences, a broadly based policy board is essential. Board members will be drawn in equal numbers from three membership categories: academic institutions, business and industry, and the economic development community. The Board will

retain an executive director for administration of the institute. Anticipated responsibilities of the director are:

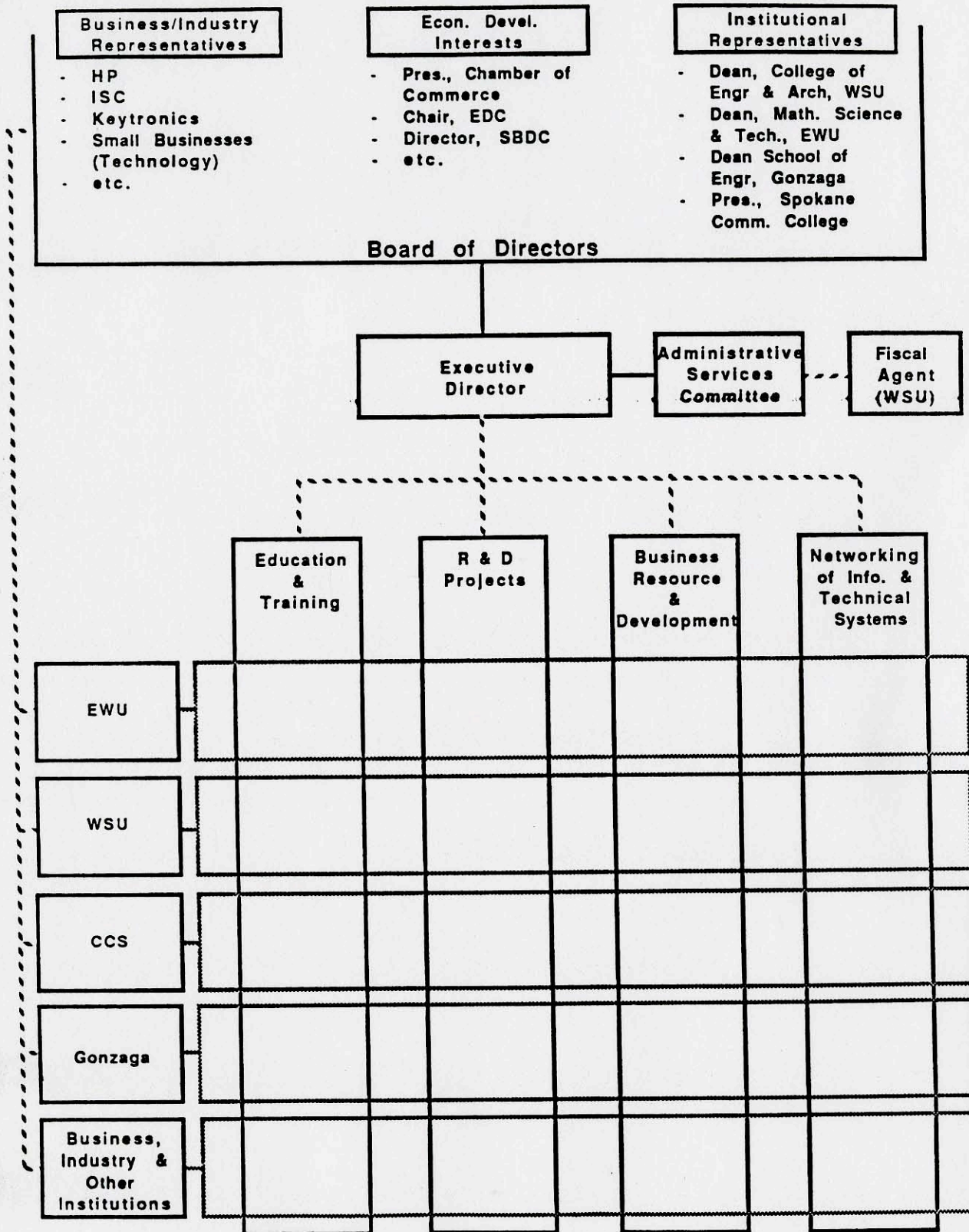
- Identification, documentation, and communication of Board policy, mission, and direction of the institution.
- Identification and definition of community needs, and articulation of these to the Board for policy formulation, and communication of identified needs to the public.
- Planning, organization, development, and implementation of the institute's programs and projects, consistent with community needs and Board policy.
- Promotion of the interest, cooperation, and involvement of participating higher education institutions and coordination of activity and program delivery by these institutions.
- Oversight and management of all operations of the institute.
- Development and implementation of a marketing strategy for the institute.

Each institutional participant is an equal partner in decisions affecting resources, space, and staff allocations; hence, an administrative services committee comprised of the vice president of business and finance of each institution (or equivalent position) will be established to coordinate among the executive director, participating institutions, and the fiscal agent.

Finally, form follows function, and organizational structure must be conducive to the function, programs, and services undertaken by the enterprise. Addendum A describes four program components for the institute: education and training, research and development, business resource and development, networking of information and technical systems. Two precise functional views emerge from these components: a project view focusing on research, design, and development functions; and a service view, spanning educational functions, information resource functions, and other resource and support functions. Since many of these service functions are currently addressed by the institutions singularly, the service functions are potentially duplicative because of fragmented provisions delivered by existing institutions and agencies.

Conversely, project functions are complex and often more specialized. To assure that successful programs are developed, significant resources and expertise will be required with management and control at the project level. These facts, together with principles and practicalities previously described imply that the most cost effective, efficient, and desirable organization can be obtained with a matrix approach emphasizing role and coordination, with management control at the performance level. Thus, the structure defined by the following organization chart is proposed for the research and technology institute.

Organizational Structure Proposed Spokane Research & Technology Institute



ADDENDUM A

INSTITUTE FUNCTIONS AND PROGRAMS

I. EDUCATION AND TRAINING

- Engineering, computer science, applied science, engineering technology, and engineering management
- Degree programs and continuing education
- Courses delivered on site and by telecommunications

II. RESEARCH AND DEVELOPMENT

- Joint industry-university research and development projects
- University research
- Industry research and development
- Specialized laboratories, equipment, and support
- Private research institute projects
- New product research and development

III. BUSINESS RESOURCE AND DEVELOPMENT CENTER

- Counseling for emerging and existing firms
- Entrepreneurial development
- Linkage to funding sources and funding information
- Linkage to off-site technical and business resources

IV. NETWORKING OF INFORMATION AND TECHNICAL SYSTEMS

- College and university libraries
- Linkage to industrial and community libraries
- Federal laboratory information network
- State and federal agencies linkage
- Public and private computer systems
- Commercial data bases

**EWU
MEMORANDUM**

TO: Dr. Alexander F. Schilt, President
FROM: Russ Hartman, Vice President, Business and Finance *Russ*
DATE: April 8, 1988

The 1988-89 budget preparation schedule calls for presentation of the service fund financial plans at the April Board of Trustees meeting. Attached are the plans for Stores, Motor Pool, and Facilities Remodeling. Also attached is the financial plan for Printing and Duplicating from Extended Programs.

Service activities (internal revolving funds) are divisions of the university established primarily to provide goods and services to all internal departments. These activities charge other university budgets and are intended to achieve economies in what is performed over the cost of securing the goods or services externally.

The four funds presented are in excellent financial condition. Services provided are effective and meet the needs of departments served. Continuing financial stability is projected. Prior years' planning is consistent with future projections of activities.

B&F:3:pm
4BOTa

**EASTERN WASHINGTON UNIVERSITY
FINANCIAL PLAN SUMMARY**

Stores Fund

Stores offers a primary service activity to all University departments. A variety of materials and supplies are stocked, including routine maintenance items, spare parts, custodial supplies, nonmaintenance items, tools, and office supplies.

Stores is located in close proximity to the maintenance shops in the Central Services Building. The centralized stores concept provides the University with a means to prevent stock duplication, reduces the number of personnel required, provides a means for reliable cost accounting and inventory, control, allows for efficient space usage, better security, and requires less support equipment.

Within the Stores Fund, as presented, we are tracking three separate areas. Central Stores is the departmental and Physical Plant supplies operation. Completion of Plant supplies conversion is scheduled for the 1990-91 fiscal year. The mark-up increases from a 1987-88 level of 12% to a 1992-93 level of 15%. The revenue increase shown relates to a continuation of Plant inventory conversion and subsequent Plant purchasing increases. Salaries and benefits increase as we complete the inventory conversions from Plant. Cash will be in the black by 1990-91. However, the overall stores cash balance will be in the black this fiscal year. It is planned to allow cash to increase over the projection period to accommodate purchasing without going into a deficit condition. Office Machine Maintenance activity is leveling off with the decline in the use of typewriters. Although several other types of machines are maintained, future growth is not anticipated. We eliminated a full-time position from this operation this year to insure financial stability. The operation will be in good financial condition through the projection period, but future operational/organizational changes may be necessary based on demand for services. Office Equipment Rental continues to fill a campus need. Movement into microcomputer rental has occurred and has been successful. Cash will continue to be in good shape contributing to the overall positive condition of the Stores Fund. In summary for the Stores Fund, it will continue to be financially stable, will generate only enough cash to avoid deficit spending, experience 12% to 15% rate increases over the projection period, will accommodate completion of the Plant inventories conversion, will have a space expansion in 1989-90, will have staffing increases consistent with the actual workload increase, and is on track with prior year planning projections.

Financial Summary

	1986-87	1987-88	1987-88	1987-88	1988-89
	Actual	Projected	Revised	Variance	Projected
	(1)	(2)	Projected	COL (3)-(2)	Budget
			(3)	(4)	(5)
Revenues	693,497	764,900	725,200	(39,700)	820,500
Expenditures	665,557	774,367	745,355	(29,012)	815,133
Net Revenue	27,940	(9,467)	(20,155)	(10,688)	5,367
Other Transfers	63,918	45,000	33,391	(11,609)	0
Fund Balance	299,495	280,915	312,731	31,816	318,098
Cash Balance	(15,618)	27,177	4,293	(22,884)	7,910

Variance Summary

Revenues decreased by \$39,700 between the originally projected and revised 1987-88 fiscal year, primarily because planned conversion of three Physical Plant shops to Central Stores was not done due to space limitations. Reduced sales activity created lower expenditures by \$29,012, and net revenues were close to the originally predicted level. Transfers to Stores were less than anticipated since only the Electrical Shop will be converted to Central Stores by June 30, 1988. Fund Balance variance of \$31,816 more than originally predicted resulted from an audit adjustment increasing inventory values and additional purchases causing cash to decrease by \$22,884.

CUMSTO.89
II. FINANCIAL

EASTERN WASHINGTON UNIVERSITY
CENTRAL STORES OPERATION FUND 440
SCHEDULE OF FUND PROJECTIONS
ACCOUNTS 3-71700, 3-70200, 3-71900

3/15/1988	1986-87	1987-88 REVISED	1988-89	1989-90	1990-91	1991-92	1992-93
	ACTUAL AMOUNT	BUDGET AMOUNT PERCENT CHANGE	BUDGET AMOUNT PERCENT CHANGE	BUDGET AMOUNT PERCENT CHANGE	BUDGET AMOUNT PERCENT CHANGE	BUDGET AMOUNT PERCENT CHANGE	BUDGET AMOUNT PERCENT CHANGE
REVENUES:							
INVESTMENT INCOME	124	0	0	0	0	0	0
RENTAL INCOME	1070	1200 12.15	1300 8.33	1400 7.69	1500 7.14	1600 6.67	1700 6.25
SALE OF SUPPLIES/SERVICES	12951	21000 62.15	22200 5.71	22420 .99	22662 1.08	22928 1.17	23221 1.28
INTERDEPT RECHARGES	679352	703000 3.48	797000 13.37	908150 13.95	988443 8.84	1046443 5.87	1108443 5.92
TOTAL REVENUES	693497	725200 4.57	820500 13.14	931970 13.59	1012605 8.65	1078971 5.76	1133364 5.83
PERCENT INCR/(DECR)		4.57	13.14	13.59	8.65	5.76	5.83
EXPENDITURES:							
COST OF GOODS SOLD	489606	590220 20.55	661250 12.03	753500 13.95	825000 9.49	866750 5.06	920500 6.20
SALARIES	110734	99158 -10.45	98599 -.56	115277 16.91	118159 2.50	121113 2.50	124140 2.50
EMPLOYEE BENEFITS	29167	24957 -14.43	23752 -4.83	27324 15.04	28007 2.50	28767 2.50	29425 2.50
HOURLY WAGES & OT	18506	12000 -35.11	12000 .00	17000 -5.83	17000 .00	17000 .00	17000 .00
GOODS & SERVICES	23922	17020 -28.85	17532 2.91	18056 2.99	18663 3.36	22344 19.72	21738 -2.71
TRAVEL	740	500 -32.43	500 .00	500 .00	1000 100.00	1000 .00	1000 .00
EQUIPMENT	802	1500 78.87	1500 .00	1500 .00	2000 33.33	2000 .00	2000 .00
TOTAL EXPENDITURES	665357	745355 11.89	815133 9.36	933157 14.48	1009029 8.22	1058914 4.86	1115804 5.37
PERCENT INCR/(DECR)		11.89	9.36	14.48	8.22	4.86	5.37
NET REVENUE OVER/UNDER EXPENDITURES	27940	-20155	5367	-1187	2775	12057	17560
EXPENDITURES AS A PERCENT OF REVENUE		102.74	99.35	100.13	99.73	98.87	98.45
MANDATORY TRANSFERS	0	0	0	0	0	0	0
OTHER TRANSFERS & ADDITIONAL/(DEDUCTIONS)	63918	8391 25000	0	30000	30000	0	0
NET CHANGE FUND BALANCE	91858	13236	5367	28813	32775	12057	17560
BEGINNING FUND BALANCE	207637	299495	312731	318098	346911	379687	391744
ENDING FUND BALANCE	299495	312731	318098	346911	379687	391744	409303
CASH POSITION	-15618	4293	7910	19906	40682	70489	85548

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**EASTERN WASHINGTON UNIVERSITY
FINANCIAL PLAN SUMMARY**

Motor Pool

The Motor Pool operation provides vehicles to meet the unique transportation needs of various University departments and organizations while conducting official business. This includes many different types of service vehicles "permanently" assigned to the Physical Plant, as well as intermittent or occasional vehicle "rentals" to academic and administrative departments. With the consolidation of Trucking Services and Motor Pool came an energetic commitment to make Motor Pool a financially sound department providing safe, modern, and economical transportation for all University areas.

Motor Pool is a self-sufficient entity that receives no state funds for support or operations. All vehicle and personnel costs associated with the operation of Motor Pool are funded by revenues generated from vehicle rentals.

The condition of the fleet continues to improve. At this time, Motor Pool's fleet consists of 1960 to 1987 vintage vehicles. Motor Pool has 110 rental vehicles, including automobiles, trucks, tractors, lawn mowers, etc. The 110 motor vehicles assigned to Motor Pool logged over a half million miles in the 1986-87 fiscal year.

The objectives for the Six Year planning period are to maintain a high standard in the quality of vehicles assigned to the Motor Pool through an active replacement program, continue the re-establishment of a favorable customer relations situation, and maintain a positive fund balance. This fund remains in good financial condition over the projection period. Cash is adequate for operations. The equipment upgrade and replacement objectives are on schedule. Cash includes a deliberate buildup to allow for a \$30,000 loss contingency reserve for vehicle repairs due to accidents. Future planning is consistent with prior projections.

Financial Summary

	1986-87	1987-88	1987-88	1987-88	1988-89
	<u>Actual</u>	<u>Projected</u>	<u>Revised</u>	<u>Variance</u>	<u>Projected</u>
	(1)	(2)	(3)	COL (3)-(2)	Budget
				(4)	(5)
Revenues	276,097	299,500	299,500	0	305,500
Expenditures	269,780	272,757	272,757	0	296,660
Net Revenue	6,317	26,743	26,743	0	8,840
Fund Balance	(19,504)	4,381	7,239	2,858	16,079
Cash Balance	(8,808)	6,709	17,935	11,226	26,775

Variance Summary

Fund Balance increased \$2,858 in the revised projection due to the actual fiscal year 1986-87 ending balance being higher than anticipated. Cash was \$11,226 higher because the 1986-87 ending balance improved from earlier projections.

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II. FINANCIAL
SECTION C.

EASTERN WASHINGTON UNIVERSITY
NOTORPOOL FUND 460
SCHEDULE OF FUND PROJECTIONS ACCOUNT 3-75400

03/24/88	1986-87	1987-88		1988-89		1989-90		1990-91		1991-92		1992-93	
	ACTUAL AMOUNT	BUDGET AMOUNT	PERCENT CHANGE	BUDGET AMOUNT	PERCENT CHANGE	BUDGET AMOUNT	PERCENT CHANGE	BUDGET AMOUNT	PERCENT CHANGE	BUDGET AMOUNT	PERCENT CHANGE	BUDGET AMOUNT	PERCENT CHANGE
REVENUES:													
INVESTMENT INCOME	0	0	.00	0	.00	0	.00	0	.00	0	.00	0	.00
SALE OF PROPERTY INCOME	0	9500	.00	9500	.00	9500	.00	12000	26.32	15000	25.00	17000	13.33
INTERDEPARTMENT RECHARGE	276097	290000	5.04	296000	2.07	308704	4.29	311701	.97	314759	.98	320361	1.78
TOTAL REVENUES	276097	299500	8.48	305500	2.00	318204	4.16	323701	1.73	329759	1.87	337361	2.31
PERCENT INCR/(DECR)			8.48		2.00		4.16		1.73		1.87		2.31
EXPENDITURES:													
SALARIES	72438	72063	- .52	90535	25.63	92799	2.50	95119	2.50	97497	2.50	99934	2.50
EMPLOYEE BENEFITS	18280	18894	3.36	21475	13.66	22012	2.50	22563	2.50	23127	2.50	23705	2.50
HOURLY WAGES & OVERTIME	10355	8200	-20.81	8400	2.44	8600	2.38	8800	2.33	10000	13.64	10300	3.00
GOODS & SERVICES	84834	73600	-15.24	76250	3.60	78995	3.60	81838	3.60	84785	3.60	87837	3.60
TRAVEL	617	0	-100.00	0	.00	0	.00	0	.00	0	.00	0	.00
EQUIPMENT	81254	100000	23.07	100000	.00	110000	10.00	115000	4.55	115000	.00	120000	4.35
TOTAL EXPENDITURES	269780	272757	1.10	296660	8.76	312406	5.31	323320	3.49	330408	2.19	341776	3.44
PERCENT INCR/(DECR)			1.10		8.76		5.31		3.49		2.19		3.44
NET REVENUE OVER/UNDER EXPENDITURES	6317	26743		8840		5798		382		-649		-4415	
EXPENDITURES AS % OF REVENUE			91.07		97.11		98.18		99.88		100.20		101.31
MANDATORY TRANSFERS	0	0		0		0		0		0		0	
OTHER TRANSFERS & ADDITIONAL/(DEDUCTIONS)	0	0		0		0		0		0		0	
NET CHANGE FUND BALANCE	6317	26743		8840		5798		382		-649		-4415	
BEGINNING FUND BALANCE	-25821	-19504		7239		16079		21877		22259		21610	
ENDING FUND BALANCE	-19504	7239		16079		21877		22259		21610		17195	
CASH POSITION	-8808	17935		26775		32573		32953		32306		27891	
FULL TIME STAFF YEARS	3.00	3.00		4.00		4.00		4.00		4.00		4.00	
PART TIME STAFF YEARS	1.00	1.00		1.00		1.00		1.00		1.00		1.00	

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**EASTERN WASHINGTON UNIVERSITY
FINANCIAL PLAN SUMMARY**

Remodeling and Renovation Fund

The Eastern Washington University Remodeling and Renovation Fund is a self-sustaining revolving entity established for separate accountability of certain Physical Plant support activities. It operates within the Architectural and Engineering Services and Physical Plant organizations to identify nonmaintenance functions and related financial and personnel resources involved.

The primary goal for this operation is to provide a method of supporting the University's capital and departmental service order projects and to allocate related costs and revenues to specific projects. Such activities need accountability to insure the financial integrity of the Fund in order to create a managed and planned program for supporting nonmaintenance University requirements.

A primary goal is to maintain a sufficient reserve balance to cover contingencies now set at \$100,000 per year. Cash fund balances are the same balance since there are no other forms of assets and liabilities in the operation. Generally, the establishment of a fixed reserve will dictate the labor rates developed for related service order recharges. A positive Fund Balance was achieved during this current fiscal year (1987-88).

Financial Summary

	1986-87 Actual (1)	1987-88 Projected (2)	1987-88 Revised Projected (3)	1987-88 Variance COL (3)-(2) (4)	1988-89 Projected Budget (5)
Revenues	670,787	679,796	658,300	(21,496)	770,000
Expenditures	569,423	639,796	593,300	(46,496)	786,402
Net Revenue	101,364	40,000	65,000	25,000	(16,402)
Fund Balance	73,804	61,580	138,804	77,224	122,402
Cash Balance	73,804	61,580	138,804	77,224	122,402

Variance Summary

Both Revenues and Expenditure revised projections are reduced from original budgeted amounts for 1987-88. This variance is somewhat normal due to the unpredictable volume of capital and departmental projects. Net Revenue was more than anticipated relating to labor intensive activities creating a higher margin of recharge income versus costs. The Cash and Fund Balance variance is directly attributed to the actual 1986-87 fiscal year ending balance of \$73,804 versus \$21,580 originally predicted at June 30, 1987.

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FINANCIAL II
SECTION B

EASTERN WASHINGTON UNIVERSITY
FACILITIES REMODELING & RENOVATION FUND 450
SCHEDULE OF FUND PROJECTIONS
ACCOUNT # 3-76000

03/25/88	1986-87	1987-88 REVISED	1988-89	1989-90	1990-91	1991-92	1992-93
	ACTUAL AMOUNT	BUDGET AMOUNT PERCENT CHANGE	BUDGET AMOUNT PERCENT CHANGE	BUDGET AMOUNT PERCENT CHANGE	BUDGET AMOUNT PERCENT CHANGE	BUDGET AMOUNT PERCENT CHANGE	BUDGET AMOUNT PERCENT CHANGE
REVENUES:							
INTERDEPARTMENTAL RECHGS	670787	658300 -1.86	770000 16.97	900000 16.88	900000 .00	900000 .00	1000000 11.11
TOTAL REVENUES	670787	658300 -1.86	770000 16.97	900000 16.88	900000 .00	900000 .00	1000000 11.11
PERCENT INCR/(DECR)		-1.86	16.97	16.88	.00	.00	11.11
EXPENDITURES:							
SALARIES	190978	258727 35.47	311938 20.57	319736 2.50	327730 2.50	335923 2.50	344321 2.50
EMPLOYEE BENEFITS	57096	64682 13.29	69105 6.84	70833 2.50	72603 2.50	74419 2.50	76279 2.50
HOURLY WAGES & OVERTIME	34127	32571 -4.56	90798 178.77	160002 77.10	139667 -13.14	129658 -7.17	179400 38.36
GOODS & SERVICES	207222	237320 -17.37	314561 32.55	367580 16.86	360000 -2.06	360000 .00	400000 11.11
TRAVEL	0	0 .00	0 .00	0 .00	0 .00	0 .00	0 .00
EQUIPMENT	0	0 .00	0 .00	0 .00	0 .00	0 .00	0 .00
TOTAL EXPENDITURES	549423	593300 4.19	786402 32.55	918951 16.86	900000 -2.06	900000 .00	1000000 11.11
PERCENT INCR/(DECR)		4.19	32.55	16.86	-2.06	.00	11.11
NET REVENUE OVER/UNDER EXPENDITURES	101364	65000	-16402	-18951	0	0	0
EXPENDITURES AS A PERCENT OF REVENUE		90.13	102.13	102.11	100.00	100.00	100.00
MANDATORY TRANSFERS:	0	0	0	0	0	0	0
OTHER TRANSFERS & ADDITIONS / (DEDUCTIONS):	0	0	0	0	0	0	0
NET CHANGE FUND BALANCE	101364	65000	-16402	-18951	0	0	0
BEGINNING FUND BALANCE	-27560	73804	138804	122402	103451	103451	103451
ENDING FUND BALANCE	73804	138804	122402	103451	103451	103451	103451
CASH POSITION	73804	138804	122402	103451	103451	103451	103451
FULL TIME STAFF YEARS	7.00	9.50	11.50	11.50	11.50	11.50	11.50
PART TIME STAFF YEARS	2.28	2.17	6.05	10.72	9.31	8.64	11.96

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Eastern Washington University
University Advancement
Printing and Duplicating
(A Service Activity)
Five Year Operating Plan for 1988-89 to 1992-93

11-Apr-88
EP5YRPTG

	Fiscal Year 1988-89	Fiscal Year 1989-90	Fiscal Year 1990-91	Fiscal Year 1991-92	Fiscal Year 1992-93
Revenues & Other Additions:					
Sales and Services	\$59,614	\$62,922	\$63,978	\$65,908	\$67,896
Rental Income	0	0	0	0	0
Interdepartmental Recharges	475,542	495,723	517,643	533,259	550,346
Miscellaneous	0	0	0	0	0
Total Revenues	535,156	558,645	581,621	599,167	618,242
Expenditures & Other Deductions:					
Cost of Goods Sold	65,000	66,300	68,000	71,105	74,212
Salaries	114,584	117,067	120,580	124,196	127,913
Employee Benefits	32,797	33,517	34,510	33,067	36,612
Hourly Wages and Overtime	12,513	13,033	13,390	13,657	13,930
Goods and Services	219,218	243,193	257,356	265,107	272,090
Travel	50	50	53	55	57
Equipment	51,292	54,874	60,362	64,185	65,435
Scholarships & Matching	0	0	0	0	0
Indirect & Allocations	0	0	0	0	0
Subtotal Expenditures	495,454	528,034	554,251	571,372	590,249
Transfers Among Funds:					
Mandatory	0	0	0	0	0
Nonmandatory (Equip. Replacement)	26,460	27,100	27,350	27,680	27,900
Total Expenditures and Transfers	521,914	555,134	581,601	599,052	618,229
Net Increase/(Decrease) for the Year	13,242	3,511	20	115	13
Fund Balance at Beginning of Year	65,014	78,256	81,767	81,787	81,902
Fund Balance at End of Year	\$78,256	\$81,767	\$81,787	\$81,902	\$81,915

The above five year plan for the Printing Fund includes the Copy Center, Copier System, and Typesetting units. This projection is formulated with the presumption that current Printing Fund services and mission remain the same. During the next five years the combination of escalating operation costs, with no increase in recharge pricing, will result in a relatively constant fund balance.

Present Copier System recharge pricing and operational structures are being reviewed and options developed. The Printing Fund plans only to meet its operational costs, with no additional changes expected until a through review by the new Vice President for University Advancement can be evaluated and new policies defined.

♦ Alan Hale, a professor in the computer science department, has been working for two years on a project for NASA. The computer system he has developed represents a technological breakthrough in gathering and processing test flight data.

The equipment currently used for gathering test flight information is heavy and difficult to install. During test flights, information is gathered and then processed on the ground later. Using state of the art technology, Hale has designed a small, but very powerful computer system that will be able to gather, as well as process the data.

One example of how this might be used is on the F-104 aircraft that tests for wind shear before space shuttle flights. In the past, it's taken approximately three hours to process the data, which wasn't very effective. With the new system, the data will be processed as it is gathered. The system will have the

flexibility to be used on any type of aircraft, including the shuttle.

For this project, Hale and his students have been working with equipment purchased through a \$142,000 grant from NASA. This gives students at this relatively small institution the unique opportunity to work on state of the art computers - and to develop capabilities in both computer software and hardware. The system is due to be tested in March on the Jet Star.

The Pacific Northwest - Caribbean Trade Association met with representatives from the Puerto Rican government on the Cheney campus late last month. Glen Fuglsby, a professor in the department of technology, has been active in this organization that hopes to help Inland Northwest companies, such as Arbor Crest and others, establish operations in that country with the financial assistance of the Puerto Rican government. Fuglsby said his role in the organization is keyed to letting members of

the community know that Eastern is interested in seeing international relationships develop.

The Dental Hygiene department's first Children's Dental Health Day was this past Monday in their facility in the Paulson building and it was a big success. More than 70 children participated in the daylong event that included dental care, education on preventative care, and an appearance by a clowns. All three television stations covered the event, which could possibly become a regular feature at the clinic.

In addition to several regular summer travel offerings, Dean Katz and H.T. Wong will lead a group of educators on a three-week program in China. The program will focus on the Chinese educational system, culture and society. Participants will observe, discuss, and analyze curriculum and teaching methods. The trip will include a three-day trip to Beijing, and

a stopover in Hong Kong. Participants can earn up to six credits for the program.

The planetarium will explore the springtime skies in a program on Saturday, March 5. Judy Litton will trace the positions of the planets and demonstrate how to locate the stars in constellations that are visible in the spring such as Ursa Major, Orion, and Taurus. This is one in a series of programs presented each quarter by the planetarium.

Professor Donald Lightfoot has recently appeared on local radio talk shows to discuss Eastern's biotechnology program, which happens to be the only undergraduate program in biotech that's offered west of Chicago. Lightfoot is also extremely active in economic development efforts to draw biotechnology firms to Spokane. He said he has had some very positive feedback on his appearances on the talk shows.

We've recently initiated a marketing campaign targeting the non-traditional adult student. We've always had success with this group, and we're looking to build on that success. The campaign will include the distribution of an informational condensed course announcement that will focus on the areas of interest to that population. We have quite a few programs already in place set up to serve the non-traditional student, such as the extensive evening offerings at the Spokane Center and the general studies degree offered by the center for extended learning. We're looking to let people know that we also have lesser-known programs like HOME, which is a nationally-recognized organization that has a chapter at Eastern. HOME, which means helping ourselves means education, was established to provide low income people who wanted to go to college with an informational and emotional support system. The program, which is run by Chris Jacox and Penne O'Donnell out of the Women's Center, uses a networking system to match potential students with financial aid resources and child care. The adult

higher education pamphlet will be distributed before open registration for spring begins and will be publicized by an extensive radio campaign that will let those people who are interested know where they can pick up a copy of the pamphlet. That will be supplemented with various news releases to area media.

*** Eastern Washington University's celebration of Black History Month will culminate with a banquet Saturday at the Ridpath Hotel. Isiah Turner, commissioner for employment security for the state of Washington, will be the featured speaker. He will discuss "The Black Workforce - Issues, Trends and Future Directions."

Another highlight of the banquet will be the presentation of the Marjorie Boyd Wellington Academic Excellence Scholarship. The scholarship was established to honor Eastern's first black graduate, and is awarded to the black Eastern student with the highest grade point average.

Prizes will also be awarded to the Spokane public school winners of the 1988 Martin Luther King Jr. essay contest.

"Allegories," a collection of watercolors and drawings by Ron Short will open with a reception at 7 p.m. Feb. 19 at the Eastern Washington University Spokane Center, First and Wall. The reception is open to the public.

The Eastern Washington University Spokane Center will be the site for a two-day teleconference on audiology, which will originate from the Mayo Clinic on Feb. 19 and 20.

The program is designed to provide audiologists, otologists, and others interested in hearing disorders with a comprehensive survey of current audiologic assessment techniques, medical intervention and rehabilitation strategies. A wide variety of subjects will be addressed by the faculty, who have expertise in the technical, clinical and theoretical implications of hearing and hearing disorders.

The symposium will begin at noon on Feb. 19. The tele-
conference is sponsored jointly by EWU and Washington State
University.

February 18, 1988

PERSONNEL ACTIONS

Academic

1. Appointments

Foltz, Barbara; M.S.W., Eastern Washington University, reappointment as Adjunct Assistant Professor of Social Work and Human Services, for the remainder of the 1987-88 academic year.* Ms. Foltz serves as a field supervisor with Family Counseling. She was an Adjunct Assistant Professor of Social Work in 1986-87.

Hardin, John A., Assistant Professor of Black Studies; M.A., Fisk University, Adjunct Assistant Professor of History, for the remainder of the 1987-88 academic year and the 1988-89 academic year.* Mr. Hardin is currently Assistant Professor of Black Studies at Eastern Washington University. He has been with EWU since September of 1984 and is a doctoral candidate at the University of Michigan.

Holstine, Craig, Historical Projects Manager, Archaeological and Historical Services; M.A., Washington State University, Adjunct Associate Professor of History, for the remainder of the 1987-88 academic year and the 1988-89 academic year.* Mr. Holstine is currently Historical Projects Manager in Archaeological and Historical Services at Eastern Washington University. He has been at EWU since 1980 and also serves as a consulting manuscript reviewer for the Washington State University Press.

Lightfoot, Donald R., Associate Professor of Biology; Ph.D., University of Arizona; Adjunct Professor of Chemistry and Biochemistry, for the remainder of the 1987-88 academic year.* Dr. Lightfoot is currently a part-time Associate Professor of Biology at Eastern Washington University. He has been with EWU since 1980 and was instrumental in the development of the Biochemistry/Biotechnology Program.

*No compensation associated with these appointments.

2. Change of Status/Continuation of Special Appointment

Askman, Tom K., Professor of Art, appointment as Acting Chairman, Department of Art, for the period January 4, 1988 through June 30, 1988. Professor Askman holds a M.F.A. from the University of Colorado and has been at EWU since 1972. He replaces Barbara Miller who is on professional leave winter and spring quarters.

Brzoska, Michael A., Associate Professor of Technology, reappointment as Chairman, Department of Technology, for the period September 1, 1988 through August 31, 1989. Professor Brzoska holds a M.S. in Mechanical Engineering from Washington State University and has been at EWU since 1983.

Terwische, David, Associate Professor of Radio-Television, appointment as Chairman, Department of Radio-Television, for the period January 1, 1988 through June 30, 1989. Professor Terwische holds a Ph.D. in Radio-TV-Film from the University of Missouri and has been at EWU since January of 1984. He replaces Marvin Smith who has assumed full-time responsibility for the RTV Regional Production Center and Uplink project.

Leave of Absence (without pay)

3. Drummond, Marshall E., Associate Professor of Management Information Systems, 40% leave of absence (w/o pay) for the period January 1, 1988 through February 29, 1988, effective March 1. Dr. Drummond will be reassigned to executive director of information resources at \$60,000 per year reporting directly to the president.
- Wallace, Susan E., Librarian III, leave of absence (without pay) for the period January 1, 1988 through June 10, 1988. Ms. Wallace will be continuing work on a master's degree in Art History while on leave of absence without pay.

Promotion

4. Elkind, Pamela D., Associate Professor of Sociology, promotion to the rank of Professor of Sociology, effective September 18, 1987. Dr. Elkind holds a Ph.D. from Northeastern University and has been at EWU since January of 1982. Her promotion is based on a successful appeal via the University grievance procedure.

Resignation

5. Gamble, Richard J., Assistant Professor of Theatre, effective June 10, 1988.
- Mabee, W. Scott, Professor of Applied Psychology, effective December 11, 1987.
- Wirtanen, Lyle, Assistant Professor of Education, effective December 11, 1987.

6. Retention of Non-tenured Faculty - 1988-89

Bickerstaff, Douglas D., Associate Professor of Computer Science
- probationary contract
Dr. Bickerstaff holds a Ph.D. from Kansas State University and has been on a probationary contract at EWU since September of 1986.

Graul, Paul R., Professor of Accounting
- probationary contract
Dr. Graul holds a Ph.D. from the University of California, Berkeley and has been on a term contract at EWU since September of 1986.

Otto, Theophil M., Librarian III
- probationary contract
Dr. Otto holds a Ph.D. from Southern Illinois University and has been on a term contract at EWU since February of 1985.

Ray, JoAnn, Associate Professor of Social Work

- probationary contract

Dr. Ray holds a Ph.D. from the University of Washington and has been on a term contract at EWU since September of 1985.

7. Retirement

Casey, John E., Associate Professor of Applied Psychology, effective April 1, 1988. Professor Casey has been a member of the faculty since 1956.

Stratton, Betty L., Assistant Professor of Communication Studies, effective June 10, 1988. Professor Stratton has been a member of the faculty since 1974.

Administrative

1. Appointment

Pemberton, Loren A.; B.A., Northwestern College; M.E. expected in May 1988 from Whitworth College; Academic Advisor in the General Undergraduate Advising Office; 12-month contract effective March 1, 1988; \$22,000 salary base. Mr. Pemberton is currently an Admissions Counselor at EWU (since July 1985) and has worked in the college admissions area since 1980. He brings excellent experience and knowledge of Eastern's admission requirements for freshmen and transfer students as well as the general university requirements to this position.

Pierce, Martha I.; B.A., Eastern Washington University; M.A. near completion also from Eastern; Academic Advisor in the General Undergraduate Advising Office; 12-month contract effective March 28, 1988; \$22,500 salary base. Ms. Pierce is currently on a faculty term contract in the EWU Art Department. She has over three years teaching experience and two years advising experience (summers) in General Advising at Eastern plus ongoing departmental advising in the Art Department. She has excellent skills in working with students and was highly recommended by her Department Chairperson, Barbara Miller, and Dean, Gregory Hawkins.

Watt, Darlena L.; M.A. in Education (Curriculum), Eastern Washington University and B.A. in Education (Multi-Ethnic Studies with Indian Studies emphasis), Eastern Washington University; Indian Education Counselor; 11-month contract effective February 18, 1988; \$20,163 salary base. Darlena Watt's background includes extensive curriculum development as well as participation in numerous Native American Associations and networks. She possesses excellent experience and communication skills which will enable her to assist the students with their educational programs.

2. Additional Appointment

3. Continuation of Appointment

Miller, Lavelle; B.A. in Social Work (Guidance and Counseling), Eastern Washington University; Cooperative Education Coordinator; 11-month contract effective February 1, 1988; \$17,857 salary base. Ms. Miller was appointed to a grant-funded Cooperative Education Coordinator position in April, 1987, and she is now being appointed to a state-funded Coordinator position.

4. Extension of Appointment

McAdams, Richard, Acting Satellite Communications Instructional Producer/Director, Regional Radio-Television Production Center, effective February 1, 1988 through February 29, 1988. Salary: \$1,850.

Smolen, Darlene, Acting Coordinator, Electronic Media Program Development, Regional Radio-Television Production Center, effective February 1, 1988 through February 29, 1988. Salary: \$2,500.

5. Resignation


Balzer, Jacqueline, Head Resident, effective June 15, 1988.

6. Retirement

Graese, Leland E., Director of Campus Services, effective March 1, 1988.

**EWU
MEMORANDUM**

TO: Dr. Alexander F. Schilt, President
FROM: Russ Hartman, Vice President, Business and Finance
DATE: April 8, 1988



This Board of Trustees action item is a recommendation to award a public works contract to Krueger Sheet Metal for capital project AE-85-02, Roof Replacements, Phase II, in the amount of \$699,695. Krueger presented the lowest bid which is also below the A/E estimate for the project.

Recommended for construction are Base Bid A (Monroe, Senior, Showalter, Art), Alternate A1 (Speech), Base Bid B (Louise Anderson), and Base Bid D (Sutton). Base Bid C (Dryden) will be done this year by change order if funds permit.

Both bidders reported MWBE participation and minority employment. Although the second low bidder's percentages are higher than the low bidder, their bid is not recommended because it exceeds the low bid by 35 percent and the A/E estimate by 32 percent.

B&F:3:pm
4BOTd

PUBLIC WORKS CONTRACT AWARD

PROJECT: Roof Replacements, Phase II PROJECT NO.: AE-85-02

DESCRIPTION: It is intended that a single contract be let for this phase of work relative to the multi-biennia Roof Replacements capital project. Depending upon which bids are accepted, the several campus buildings to be reroofed and type of roofing system to be provided are listed below under "Scope of Bid Work."

PROJECT FUNDING: Capital Project Accounts 664200, 664400 & 665400;
Housing System Improvements Account 770500

BID TABULATION:

Bid Items	Bidders		A/E Estimate
	Krueger Sheet Metal	Walker Construction	
1. Base Bid A	*427,541	*567,660	462,793
2. Add Alt. A1	* 51,707	* 83,830	67,984
3. Base Bid B	*155,595	*194,973	135,613
4. Deduct Alt. B1	(24,138)	(17,500)	(30,975)
5. Base Bid C	133,284	170,727	129,716
6. Deduct Alt. C1	(16,235)	6,790 (add)	(25,820)
7. Base Bid D	* 64,852	* 99,353	49,860
Total of Recommended Bids	699,695	945,816	716,250

MWBE & Minority Employment

** %MBE	1.1%	6.3%
** %WBE	0.9%	11.6%
Total Staff	45	13
Minority Staff	2	2
Percent Minority	4.4%	15.4%
Women Staff	2	2
Percent Women	4.4%	15.4%

Scope of Bid Work

Base Bid A: Monroe, Senior, Showalter, and Art built-up roofing system
Add Alternate A1: Communications Center (Speech) built-up roofing system
Base Bid B: Louise Anderson built-up roofing system
Deduct Alternate B1: Louise Anderson single-ply roofing system
Base Bid C: Dryden Hall built-up roofing system
Deduct Alternate C1: Dryden Hall single-ply roofing system
Base Bid D: Sutton Hall built-up roofing system

* Recommended bid based on comparison of A/E's estimate with project budget(s) and reroofing priority

** MWBE percentages based on total of recommended bids



ARCHITECTURAL and ENGINEERING SERVICES
Rozell Plant, MS-194 • Cheney, WA 99004
(509) 359-6323

BIDDER'S YEARLY EMPLOYMENT REPORT

FIRM Krueger Sheet Metal Company DATE SUBMITTED 4-6-88
SIGNATURE OF REPORTING OFFICIAL *John H. Brundt*
TITLE Vice-President

REPORT OF PRIOR 12 MONTHS PERIOD		TOTAL WORKERS (Includes minority workers)		MINORITY WORKERS REPORT				
MONTH	YEAR	MEN	WOMEN	BLACK AMERI.	ASIAN AMERI.	AMERI. IND.	SPAN. AMERI.	OTHER
March	88	42	2		1	1		
Feb	88	46	2		1	2		
Jan	88	38	2		1	2		
Dec	87	50	2		2	1		
Nov	87	70	2	4	1	2		
Oct	87	69	2	4	2	2		
Sept	87	72	2	4	2	2		
Aug	87	74	2	4	2	2		
July	87	70	2		1	1		
June	87	69	2		2	1		
May	87	49	2		1	2		
April	87	43	2		1	1		

INSTRUCTIONS: A Bidder's Yearly Employment Report shall be submitted with the Contractor's bid. The reporting period shall include twelve consecutive months ending with the current month. The report shall be based on the Bidder's total number of employees for each reporting month.

KRUEGER SHEET METAL COMPANY

Sheet Metal Fabricators & Roofing Contractors

Industrial, Commercial & Residential

Spokane, Washington 99220

To Whom It May Concern:

Krueger Sheet Metal Company, in order to comply with Executive Order 11246, hereby states that we will not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. We have formulated an affirmative action plan to ensure that applicants are employed and that employees are treated during employment without regard to their race, creed, color, or national origin. We will state in all solicitation or advertisements for employees placed by us that all qualified applicants will receive consideration for employment without regard to race, creed, color, or national origin.

Krueger Sheet Metal Company

By: Tom Brundt

EEO Officer

KRUEGER SHEET METAL CO.

P.O. BOX 2963 - TERMINAL ANNEX
SPOKANE, WASHINGTON 99220

Krueger Sheet Metal Company, contractor, agrees to this Equal Employment Opportunity Obligations. Program in meeting its Equal Employment Opportunity Obligations.

1. General

- A. Equal employment opportunity requirements not to discriminate and to take affirmative action to assure equal employment opportunity as required by Executive Order 11246 and Executive Order 11385 as amended will be met.
- B. The contractor will work with the representatives of the Federal Government in carrying out equal employment opportunity obligations and in their review of his activities under this contract.

2. Equal Employment Opportunity Policy

It is the policy of this company to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color or national origin. Such action shall include: employment, upgrading, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, and/or on-the-job training.

3. Equal Employment Opportunity Officer

The contractor hereby designates Thomas Brandt as E.E.O. Officer with full authority to administer and promote and active program of equal employment opportunity.

4. Dissemination of Policy

All supervisors will implement the contractors equal employment opportunity policy and contractual responsibilities.

- 1. Meetings of supervisors will be held before work starts and once every three month thereafter. Conducted by the E.E.O. Officer.
- 2. Every Supervisor will be thoroughly indoctrinated by E.E.O. Officer within 30 days from their starting date.

3. Locating and hiring minority group will be conducted by the E.E.O. Officer.
4. The E.E.O. policy shall be completely recognizable to all minority employees.
5. The E.E.O. policy shall be discussed with all recruitment sources.

5. 5. Recruitment

The contractor, will be noted as "An Equal Employment Opportunity Employer," unless precluded by a valid bargaining agreement. The E.E.O. Officer will identify source procedures where in minority group applicants, may be referred to the contractor for employment consideration. The contractor will post appropriate notices to all such employees, and will provide after school and vacation employment for minority youths.

6. Personnel Actions

The following procedures shall be followed:

1. The contractor will conduct inspections of project sites to insure no discriminatory treatment.
2. The contractor will evaluate the spread of wages for any evidence of discriminatory wages.
3. The contractor will review selected personnel action to determine whether there is evidence of discrimination.
4. All complaints will be made known to the contractor and all attempts resolved by corrective action.

7. Training & Promotion

All programs funded by the Department of Labor, permissible under Federal & State regulations will be made full use of. All employees will be advised of programs and encourage to apply for such training & promotion.

8. Unions

Our best efforts to obtain the cooperation of our unions on minority employees will be rendered. All procedures of the unions will be followed.

9. Contracting

As a contractor, we will comply with all requirements set forth by the Contractors equal employment opportunity obligations.

10. Records & Reports

All records and reports necessary to determine compliance with the contractor will be kept.

11. Goals

The contractor shall maintain a file on all minority workers not referred by union and shall notify the General Service Administration, when the union has not referred minority workers. The goals will be used in a nondiscriminatory manner.

12. Employment shall be based solely upon and individuals qualifications for the position.

13. No women shall be discriminated against. Participation of the set forth agreement between contractor & subcontractor shall be rendered and all employees will be aware of this policy.

Krueger Sheet Metal Company

By: Harold L. Brandt
Harold L. Brandt
Secretary/Treasurer

Date: _____

Mailing Address:
P. O. BOX 2963
SPOKANE, WASH. 99220

489-0221

KRUEGER SHEET METAL COMPANY

Sheet Metal Fabricators & Roofing Contractors
Refrigeration & Air Conditioning
Industrial, Commercial & Residential
North 731 Superior
Spokane, Washington 99220

MINORITY BUSINESS ENTERPRISES SUBCONTRACTING PROGRAM

Krueger Sheet Metal Company will use its best efforts to utilize minority group subcontractors. During negotiation of subcontractors for work not listed in our bid, minority subcontractors who have submitted quotations will be identified and their bids and qualifications evaluated for performing as prime subcontractors on the project.

Krueger Sheet Metal Company will make contact with minority firms. During this contact, determination will be made as to whether the firm is, in fact, a minority firm within the meaning of the contract, whether the firm is interested in work on the project, the nature of the work the firm can do, and the quantity of work it can handle. A record of each contact will be kept on a form acceptable to G. S. A., and copies of such records will be furnished to G. S. A.

Krueger Sheet Metal Company will then start final screening and negotiations with minority subcontractors.

In evaluation of subcontractors, the following will be considered:

1. Subcontract price. The criteria will be reasonableness, taking into account the size of the Subcontract. In the case of failure to agree on price, G. S. A. will make an independent estimate and attempt to conciliate agreement.
2. Qualifications and experience of the subcontractor and his managing employees
3. Financial ability to perform the work.
4. Union affiliation.

MWBE CERTIFICATION

Refer to Article 5-E, Instructions to Bidders and
Article 25, Subsection F, Supplementary General Conditions

BIDDER : KRUEGER SHEET METAL COMPANY

PROJECT NO.: AE-85-02 PROJECT : Roof Replacement Phase II, E.W.U.

***** CONTRACTOR'S CERTIFICATE *****

I hereby certify that Minority and Women's Business Enterprises listed herein are currently certified by the Office of Minority and Women's Business Enterprises, 221 Fifth Avenue West, Olympia, Washington 98504, (206-753-9693), and shall be utilized in the performance of the work in the amounts shown.

SIGNATURE : *John H. Brandt*

TITLE : Vice-President

***** ACHIEVEMENT SUMMARY *****

	Bid Form Amount	MBE Amount	MBE Percent	WBE Amount	WBE Percent
1. Base Bid A	427,541.00	3,137.00	.0075	4,416.00	.0106

***** Certified Minority and/or Women's Business Enterprise Firms *****

Firm	M W or C	Address	\$ Amount of Bid
CDS Painting	C	Rt 1, Box GE Valleyford, Wn. 99036	4,416.00
Ber-Wood Insulation	C	S. 221 Hatch Spokane, Wa 99202	3,137.00

M ... Minority Business Enterprise
W ... Women's Business Enterprise
C ... Combination Minority and Women's Business Enterprise

	Bid Form Amount	MBE Amount	MBE Percent	WBE Amount	WBE Percent
2. Alternate A1	51,707.00	510.00	.01	1051.00	.02

***** Certified Minority and/or Women's Business Enterprise Firms *****

Firm	M W or C	Address	\$ Amount of Bid
Burwood Insulation	C		510.00
CDS Painting	C		1051.00

	Bid Form Amount	MBE Amount	MBE Percent	WBE Amount	WBE Percent
3. Base Bid B	155,595.00	2,000.00	1.3	2081.00	1.3

***** Certified Minority and/or Women's Business Enterprise Firms *****

Firm	M W or C	Address	\$ Amount of Bid
Burwood Insulation	C		2,000.00
CDS Paintin	C		2,081.00

M ... Minority Business Enterprise
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4. Alternate B1	Base Bid B Amount less Alternate B1 Bid Amount	MBE * Amount	MBE * Percent	WBE * Amount	WBE * Percent
	131,457.00	2,000.00	1.6	2,081.00	1.6

***** Certified Minority and/or Women's Business Enterprise Firms *****

Firm	M W or C	Address	\$ Amount of Bid
Berwood Insulation	C		2,000.00
CDS Painting	C		2,081.00

* Amounts and percentages shown are to reflect the total MWBE participation for the alternative roofing system work.

5. Base Bid C	Bid Form Amount	MBE Amount	MBE Percent	WBE Amount	WBE Percent
	133,284.00	1,125.00	.9	2,284.00	1.7

***** Certified Minority and/or Women's Business Enterprise Firms *****

Firm	M W or C	Address	\$ Amount of Bid
Burwood Insulation	C		1,125.00
CDS Painting	C		2,284.00

M ... Minority Business Enterprise

W ... Women's Business Enterprise

C ... Combination Minority and Women's Business Enterprise

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6. Alternate C1	Base Bid C Amount less Alternate C1 Bid Amount	MBE * Amount	MBE * Percent	WBE * Amount	WBE * Percent
	117,049.00	1125.00	1.00	2284.00	2.02

***** Certified Minority and/or Women's Business Enterprise Firms *****

Firm	M W or C	Address	\$ Amount of Bid
Burwood Insulation	C		1125.00
CDS P	C		2,284.00

* Amounts and percentages shown are to reflect the total MWBE participation for the alternative roofing system work.

7. Base Bid D	Bid Form Amount	MBE Amount	MBE Percent	WBE Amount	WBE Percent
	64,852.00	650.00	1.0		

***** Certified Minority and/or Women's Business Enterprise Firms *****

Firm	M W or C	Address	\$ Amount of Bid
Burwood Insulation	C		650.00

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BIDDER'S YEARLY EMPLOYMENT REPORT

FIRM Walker Construction, Inc.

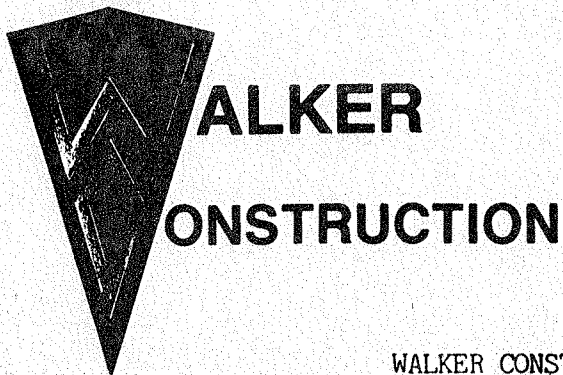
DATE SUBMITTED 4-6-88

SIGNATURE OF REPORTING OFFICIAL *J. Steve Walker*

TITLE J. Steve Walker, President

REPORT OF PRIOR 12 MONTHS PERIOD		TOTAL WORKERS (Includes minority workers)		MINORITY WORKERS REPORT				
MONTH	YEAR	MEN	WOMEN	BLACK AMERI.	ASIAN AMERI.	AMERI. IND.	SPAN. AMERI.	OTHER
April	1987	12	1					
May	1987	12	1					
June	1987	11	1					1
July	1987	13	1					1
August	1987	13	3					
September	1987	12	1			1		
October	1987	13	2			1		
November	1987	12	4			1		
December	1987	8	3					
January	1988	10	2					
February	1988	10	2					
March	1988	11	2	1		1		

INSTRUCTIONS: A Bidder's Yearly Employment Report shall be submitted with the Contractor's bid. The reporting period shall include twelve consecutive months ending with the current month. The report shall be based on the Bidder's total number of employees for each reporting month.



WALKER CONSTRUCTION, INC.

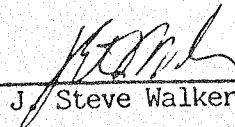
EEO STEPS FOR COMPLIANCE

The Contractor shall take specific affirmative actions to ensure equal employment opportunity. The evaluation of the Contractor's compliance with these specifications shall be based upon its effort to achieve maximum results from its actions. The Contractor shall document these efforts fully, and shall implement affirmative action steps at least as extensive as the following:

1. Ensure and maintain a working environment free of harassment, intimidation, and coercion at all sites, and in all facilities at which the Contractor's employees are assigned to work. The Contractor shall specifically ensure that all foreman, superintendents, and other on-site supervisory personnel are aware of and carry out the Contractor's obligation to maintain such a working environment, with specific attention to minority or female individuals working at such sites or in such facilities.
2. Establish and maintain a current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources and to community organizations when the Contractor has employment opportunities available, and maintain a record of the organizations' responses.
3. Maintain a current file of the names, addresses and telephone numbers of each minority and female off-the-street applicant and minority or female referral, a recruitment source or community organization and of what action was taken with respect to each such individual.
4. Develop on-the-job training opportunities and/or participate in training programs for the area which expressly include minorities and women, including upgrading programs and apprenticeship and trainee programs relevant to the Contractor's employment needs, especially those programs funded or approved by the Department of Labor. The Contractor shall provide notice of these programs to the sources compiled under No. 2 above.
5. Disseminate the Contractor's EEO policy by providing notice of the policy to training programs and requesting their cooperation in assisting the Contractor in meeting its EEO obligations; by including it in any policy manual and collective bargaining agreement; by publicizing it in the company newspaper, annual report, etc.; by specific review of the policy with all management personnel and with all minority and female employees at least once a year; and by posting the company EEO policy on the bulletin boards accessible to all employees at each location where construction work is performed.

6. Review, at least annually, the company's EEO policy and affirmative action obligations under these specifications with all employees having any responsibility for hiring, assignment, layoff, termination or other employment decisions including specific review of these items with onsite supervisory personnel such as Superintendents, General Foremen, etc., prior to the initiation of construction work at any jobsite. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed, and disposition of the subject matter.
7. Disseminate the contractor's EEO policy externally by including it in any advertising in the news media, specifically including minority and female news media, and providing written notification to and discussing the Contractor's EEO policy with other Contractors and Subcontractors with whom the Contractor does or anticipates doing business.
8. Direct its recruitment efforts, both oral and written, to minority, female and community organizations, to schools with minority and female students and to minority and female recruitment and training organizations serving the Contractor's recruitment area and employment needs. Not later than one month prior to the date for the acceptance of applications for apprenticeship or other training by any recruitment source, the Contractor shall send written notification to organizations such as the above, describing the openings, screening procedures and tests to be used in the selection process.
9. Encourage present minority and female employees to recruit other minority persons and women and where reasonable, provide after school, summer and vacation employment to minority and female youth both on the site and in other areas of a Contractor's work force.
10. Validate all test and other selection requirements where there is an obligation to do so under 41 CFR Part 60-3.
11. Conduct at least annually, an inventory and evaluation at least of all minority and female personnel for promotional opportunities and encourage these employees to seek or to prepare for, through appropriate training, etc., such opportunities.
12. Ensure that seniority practices, job classifications, work assignments and other personnel practices, do not have a discriminatory effect by continually monitoring all personnel and employment related activities to ensure that the EEO policy and the Contractor's obligations under these specifications are being carried out.
13. Ensure that all facilities and company activities are nonsegregated except that separate or single-user toilet and necessary changing facilities shall be provided to assure privacy between the sexes.
14. Document and maintain a record of all solicitations of offers for sub-contracts from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations.
15. Conduct a review at least annually, of all supervisors' adherence to and performance under the Contractor's EEO policies and affirmative action obligations.

4-06-89
Date


J. Steve Walker, President

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MWBE CERTIFICATION

Refer to Article 5-E, Instructions to Bidders and
Article 25, Subsection F, Supplementary General Conditions

BIDDER : Walker Construction, Inc.

PROJECT NO.: AE-85-02 PROJECT : Roof Replacement Phase II

***** CONTRACTOR'S CERTIFICATE *****

I hereby certify that Minority and Women's Business Enterprises listed herein are currently certified by the Office of Minority and Women's Business Enterprises, 221 Fifth Avenue West, Olympia, Washington 98504, (206-753-9693), and shall be utilized in the performance of the work in the amounts shown.

SIGNATURE : 

TITLE : J. Steve Walker, President

***** ACHIEVEMENT SUMMARY *****

	Bid Form Amount	MBE Amount	MBE Percent	WBE Amount	WBE Percent
1. Base Bid A	\$567,660.00	37,360.00	6.6%	68,221.00	12.1%

***** Certified Minority and/or Women's Business Enterprise Firms *****

Firm	M W or C	Address	\$ Amount of Bid
Stirwalt Corp.	MBE	E. 2106 Broadway, Spo. 99202	2,600.00
Sun Contracting	WBE	P.O. Box 13306, Spokane 99213	65,146.00
Ber-Wood Insulation	WMBE	P. O. Box 4601, Spokane 99202	3,075.00
Nick The Painter, Inc.	MBE	E. 4203 Nebraska, Spo 99207	34,760.00

M ... Minority Business Enterprise
W ... Women's Business Enterprise
C ... Combination Minority and Women's Business Enterprise

	Bid Form Amount	MBE Amount	MBE Percent	WBE Amount	WBE Percent
2. Alternate A1	\$83,830.00	4,699.00	5.6%	5,455.00	6.5%

***** Certified Minority and/or Women's Business Enterprise Firms *****

Firm	M W or C	Address	\$ Amount of Bid
Stirwalt Corp.	MBE	E. 2106 Broadway, Spo 99202	488.00
Sun Contracting	WBE	POBox 13306, Spokane, WA 99213	4,945.00
Ber-Wood Insulation	WMBE	POBox 4601, Spokane, WA 99202	510.00
Nick The Painter, Inc.	MBE	E. 4203 Nebraska, Spo. 99207	4,211.00

	Bid Form Amount	MBE Amount	MBE Percent	WBE Amount	WBE Percent
3. Base Bid B	*194,973.00	12,480.00	6.4%	22,975.00	11.8%

***** Certified Minority and/or Women's Business Enterprise Firms *****

Firm	M W or C	Address	\$ Amount of Bid
Stirwalt Corp.	MBE	E. 2106 Broadway, Spo. 99202	1,280.00
Sun Contracting	WBE	POBox 13306, Spokane, 99213	20,975.00
Ber-Wood Insulation	WMBE	POBox 4601, Spokane 99202	2,000.00
Nick The Painter, Inc.	MBE	E. 4203 Nebraska, Spo. 99207	11,200.00

M ... Minority Business Enterprise
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4. Alternate B1	Base Bid B Amount less Alternate B1 Bid Amount	MBE * Amount	MBE * Percent	WBE * Amount	WBE * Percent
	177,473.00	12,480.00	7%	32,975.00	13%

***** Certified Minority and/or Women's Business Enterprise Firms *****

Firm	M W or C	Address	\$ Amount of Bid
Stirwalt Corp.	MBE	E. 2106 Broadway, Spo. 99202	1,280.00
Sun Contracting	WBE	POBox 13306, Spokane 99213	20,975.00
Ber-Wood Insulation	WMBE	POBox 4601, Spokane, 99202	2,000.00
Nick The Painter, Inc.	MBE	E. 4203 NEbraska, Spo 99207	11,200.00

* Amounts and percentages shown are to reflect the total MWBE participation for the alternative roofing system work.

5. Base Bid C	Bid Form Amount	MBE Amount	MBE Percent	WBE Amount	WBE Percent
	170,727.00	11,527.00	6.8%	22,240.00	13%

***** Certified Minority and/or Women's Business Enterprise Firms *****

Firm	M W or C	Address	\$ Amount of Bid
Stirwalt Corp.	MBE	E. 2106 Broadway, Spo. 99202	1,800.00
Sun Contracting	WBE	POBox 13306, Spokane 99213	21,115.00
Ber-Wood Insualtion	WMBE	POBox 4601, Spokane, 99202	1,125.00
Nick The Painter, Inc.	MBE	E. 4203 Nebraska, Spo. 99207	9,727.00

M ... Minority Business Enterprise
W ... Women's Business Enterprise
C ... Combination Minority and Women's Business Enterprise

Base Bid C Amount		MBE	MBE	WBE	WBE
6. Alternate C1	* Amount	* Amount	* Percent	* Amount	* Percent
177,517.00	11,527.00	6.5%	22,240.00	12.5%	

***** Certified Minority and/or Women's Business Enterprise Firms *****

Firm	M W or C	Address	\$ Amount of Bid
Stirwalt Corp.	MBE	E. 2106 Broadway, Spo. 99202	1, 800.00
Sun Contracting	WBE	POBox 13306, Spokane, 99213	21, 115.00
Ber-Wood Insulation	WMBE	POBox 4601, Spokane 99202	1, 125.00
Nick The Painter, Inc.	MBE	E. 4203 Nebraska, Spo 99207	9, 727.00

* Amounts and percentages shown are to reflect the total MWBE participation for the alternative roofing system work.

	Bid Form Amount	MBE Amount	MBE Percent	WBE Amount	WBE Percent
7. Base Bid D	99,353.00	4,987.00	5%	13,158.00	13.2%


***** Certified Minority and/or Women's Business Enterprise Firms *****

Firm	M W or C	Address	\$ Amount of Bid
Stirwalt Corp.	MBE	E. 2106 Broadway, Spo 99202	776.00
Sun Contracting	WBE	POBox 13306, Spokane, 99213	12, 508.00
Ber-Wood Insulation	WMBE	POBox 4601, Spokane 99202	650.00
Nick The Painter, Inc.	MBE	E. 4203 Nebraska, Spo. 99207	4, 211.00

M ... Minority Business Enterprise
W ... Women's Business Enterprise
C ... Combination Minority and Women's Business Enterprise

**EWU
MEMORANDUM**

TO: Dr. Alexander F. Schilt, President
FROM: Russ Hartman, Vice President, Business and Finance
DATE: April 8, 1988



At the February Board of Trustees meeting, a public works contract was awarded to Sun Environmental in the amount of \$189,650 for PCB transformer reclassification. Sun Environmental declined to execute the contract.

Because completion of reclassification is a prerequisite to PCB transformer removal and upon advice from our attorney general, the contract has been rebid. It is recommended that a public works contract for project AE-85-01, Task I, be awarded to UNISON Corporation in the amount of \$239,000. This firm reports good minority employment, no MWBE participation, and they were the only bidder on this project.

B&F:3:pm
4BOTf

PUBLIC WORKS CONTRACT AWARD

PROJECT: Electrical System Renewal,
PCB Transformers Reclassification - REBID

PROJECT NO.: AE-85-01, Task I

DESCRIPTION: As the first phase of construction of the Electrical System Renewal major capital project, the contract for this work provides for the reclassification of all PCB (polychlorinated biphenyl) transformers to a reduced contamination status as required prior to decommissioning. Additionally, the work includes the removal, transporting and destruction of these transformers and all outdated 4160 Volt non-PCB transformers, as well. All decommissioned transformers will be replaced as part of the second and major phase of the project.

PROJECT FUNDING: Capital Project FAS Account 663100

DESIGN: Bovay Northwest Inc., Spokane

CONSULTANT'S ESTIMATE: \$220,000.00

BID TABULATIONS

Bidder	Base Bid Amount	%MBE	%WBE	Total Staff	Minority Staff	Percent Minority	Women Staff	Percent Women
UNISON	239,000.00	0.0	0.0	12	2	16.67	2	16.67

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ARCHITECTURAL and ENGINEERING SERVICES
Rozell Plant, MS-194 • Cheney, WA 99004
(509) 359-6323

BIDDER'S YEARLY EMPLOYMENT REPORT

FIRM UNISON Transformer Services, Inc.

DATE SUBMITTED 4/5/88

SIGNATURE OF REPORTING OFFICIAL _____

TITLE Barbara C. Looney

Barbara C. Looney

REPORT OF PRIOR 12 MONTHS PERIOD		TOTAL WORKERS (Includes minority workers)		MINORITY WORKERS REPORT				
MONTH	YEAR	MEN	WOMEN	BLACK AMERI.	ASIAN AMERI.	AMERI. IND.	SPAN. AMERI.	OTHER
4/87		2						
5/87		4	1					
6/87		4	1					
7/87		5	1					
8/87		7	2	1			1	
9/87		10	2	1			1	
10/87		10	2	1			1	
11/87		10	2	1			1	
12/87		10	2	1			1	
1/88		10	2	1			1	
2/88		10	2	1			1	
3/88		10	2	1			1	

INSTRUCTIONS: A Bidder's Yearly Employment Report shall be submitted with the Contractor's bid. The reporting period shall include twelve consecutive months ending with the current month. The report shall be based on the Bidder's total number of employees for each reporting month.



March 6, 1988

State of Washington
Eastern Washington University
Acting Through Architectural & Engineering Services
Rozell Plant, M.S. 194
Cheney, WA 99004

RE: Project Number: AE-85-01 Task I
Electrical System Renewal
PCB Transformers Reclassification - Rebid
Eastern Washington University, Cheney, WA

Affirmative Action Program

Gentlemen:

Attached are two statements by E. V. Lower, UNISON's Chief Executive Officer, demonstrating written commitment to affirmative action programming by UNISON Transformer Services, Inc. Currently, the Pleasanton, California location, representing the western region of UNISON has a total of 12 employees which does not require an affirmative action program. Nevertheless, the statements by Dr. Lower guide us in all our employment actions, have been communicated to all employees, and have been posted in a public area for employees, customers, and visitors to read.

Should you need anything further, please do not hesitate to contact me at 704/529-4450.

Very truly yours,

M. B. Taylor
Human Resources Manager

MBT/afh

enclosure



Dr. Edward V. Lower
Chief Executive Officer

January 2, 1987

AFFIRMATIVE ACTION PROGRAMS

TO: ALL UNISON EMPLOYEES

UNISON's Equal Opportunity Policy is a firm commitment that, when we make employment decisions involving applicants or employees, we will not discriminate on the basis of race, color, sex, age, religion, national origin, veteran status, or physical or mental handicap.

Furthermore, every employee has a right to be in a workplace which is free of sexual, racial or other kinds of harassment or intimidation.

Our affirmative action programs assure this policy is carried out in all programs that affect employees, such as recruiting, hiring, promoting, training, and employee benefits.

All managers are responsible for making these plans work with the help of the Equal Opportunity Coordinator.

Every employee has a stake in affirmative action. If you have questions about the program or concerns about your own situation, please talk with your supervisor, or if you prefer, Michael Taylor, our EO Coordinator, or with me.


Edward V. Lower



Dr. Edward V. Lower
Chief Executive Officer

January 2, 1987

TO ALL UNISON EMPLOYEES:

UNISON strongly supports the Union Carbide Corporation policy of a strong commitment to Affirmative Action. Our Equal Employment Opportunity Policy extends to every term, condition, and privilege of employment, including recruiting, hiring, advancement, compensation, benefits, transfer, layoff, return from layoff, company sponsored training, educational assistance, and social and recreation programs.

As UNISON CEO, I am personally committed to assuring that Affirmative Action is not only the policy of this organization, but also the practice. Consequently, I have informed all Managers of their responsibilities for setting meaningful Affirmative Action goals and for putting forth maximum efforts to make Affirmative Action a reality in their areas.

To help instruct managers in achieving affirmative action results, we have an affirmative action organization. I confer regularly with Michael Taylor, who is the Affirmative Action Coordinator on our progress and problems in achieving the affirmative action goals. I remind all employees to do their parts in making this program an effective one.



Edward V. Lower



ARCHITECTURAL and ENGINEERING SERVICES
Rozell Plant, MS-194 • Cheney, WA 99004
(509) 359-6323

MWBE CERTIFICATION

Refer to Article 5-E, Instructions to Bidders and
Article 25, Subsection F, Supplementary General Conditions

BIDDER : UNISON Transformer Services, Inc.

PROJECT NO.: AE-85-01 Task I PROJECT : Electrical System Renewal, PCB Transformer
Reclassification (REBID)

***** CONTRACTOR'S CERTIFICATE *****

I hereby certify that Minority and Women's Business Enterprises listed herein are currently certified by the Office of Minority and Women's Business Enterprises, 221 Fifth Avenue West, Olympia, Washington 98504, (206-753-9693), and shall be utilized in the performance of the work in the amounts shown.

SIGNATURE : Barbara C. Looney

TITLE : Contract Administrator

***** ACHIEVEMENT SUMMARY *****

	Bid Form Amount	MBE Amount	MBE Percent	WBE Amount	WBE Percent
Base Bid	\$239,000.	-0-	-0-	-0-	-0-

***** Certified Minority and/or Women's Business Enterprise Firms *****

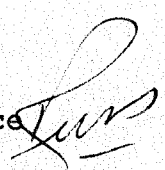
Firm	M W or C	Address	\$ Amount of Bid

M ... Minority Business Enterprise
W ... Women's Business Enterprise
C ... Combination Minority and Women's Business Enterprise

(Attach Additional Sheets if Necessary)

**EWU
MEMORANDUM**

TO: Dr. Alexander F. Schilt, President
FROM: Russ Hartman, Vice President, Business and Finance
DATE: April 8, 1988



This action item is a recommendation to rescind a contract award to Sun Environmental made at the February 1988 Board of Trustees meeting for project no. AE-85-01, Task I, Electrical System Renewal/PCB Transformers Reclassification, due to their refusal to execute the contract with the university.

Sun Environmental declined to execute the contract because we required their bid to conform to formal specifications, they made estimating errors, and their subcontractor is no longer offering necessary services.

The university is holding Sun Environmental's bid bond of \$9,500 pending the outcome of litigation that may ensue relative to a possible claim for damages. The attorney general is pursuing the matter on behalf of the university.

B&F:3:pm
4BOTE



RECEIVED

MAR 15 1988

A & E Services

Sun Environmental, Inc.
Southwest Regional
Service Center
1701 N. Greenville Ave.
Suite 104
Richardson, TX 75081
Phone: (214) 437-2151
Fax: (214) 437-2158

March 14, 1988

Mr. Richard Clark
Eastern Washington University
Architectural & Engineering Services
Rozell Energy Center, MS-194
Cheney, Washington 99004

RE: Project No. AE-85-01, Task I

Dear Mr. Clark:

Your letter dated January 22, 1988, advised us of your intent to award a contract in the amount of \$189,650.00 to Sun Environmental, Inc. This project involves a series of retrofills for twenty-two (22) askarel transformers, the removal, transportation and disposal of the reclassified transformers plus six (6) existing PCB contaminated transformers, fourteen (14) non-PCB transformers and one (1) capacitor bank.

During the bidding phase for this project, we made numerous attempts to have our proprietary askarel retrofilling service, System 50SM, accepted as an approved technique for reclassification. We were instructed to bid according to the formal specifications, after which we would have an opportunity to propose a product/method substitution proposal should we be the low bidder. Our intent was, and remains, to apply System 50SM technology to reclassify your askarel transformers as PCB contaminated prior to disposal. We now understand the contract must be signed on the basis of retrofilling askarel transformers prior to consideration of any product/method substitution. Contractually committing to series retrofilling techniques creates significant problems for Sun Environmental and represents an obligation we wished to avoid through method substitution provisions..

Two other issues have surfaced which significantly affect our ability to execute a contract. First, a careful review of our costs to retrofill askarel transformers reveal serious estimating errors. New techniques and procedures are now in place to correct these errors. Second, our intended scrapping contractor for all transformers containing less than 500 ppm PCB no longer offers these services. Reputable, cost effective alternatives could probably become available, but at an increased price.


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Our final analysis indicates that a reasonable price to perform the services required by Eastern Washington University prescribed by this contract are in the range of \$290,000 to \$310,000. We, therefore, regretfully decline to execute a contract for the previously stated amount.

In consideration of these three issues, we request that Eastern Washington University return Sun Environmental, Incorporated's bid bond of \$9,500.00.

Again, we regret that circumstances beyond our immediate control prevent us from helping you with this project.

Sincerely,


Dean A. Large
Western General Manager

DAL:vm

cc: Howard McGuirk
Wayne Starke
Bruce Covert
Roger Farrow

PRESIDENT'S OFFICE

JAN 17 1988

EWU MEMORANDUM

✓ TO: Alexander F. Schilt, President
FROM: Frank L. Borelli, Vice President for Student Services *FB*
DATE: January 15, 1988
SUBJECT: Veteran's Tuition/Fee Waiver Program

I'm recommending that the Board of Trustees exempt from the payment of tuition and services and activities fees (except for individual instruction fees) those veterans who qualify under the provisions of RCW 28B.35.361.

This action would include those veterans who served in the armed forces of the United States during any period of war and with evidence of conduct other than undesirable, bad conduct or dishonorable upon release from active service, provided that they are no longer entitled to federal, vocational or educational benefits conferred by virtue of their military services, and provided that they were enrolled in a regional institution of higher education on or before October 1, 1977.

Western, WSU, U of W, and Evergreen all offer this waiver. Each institution has less than eight students participating in the program this year.

A copy of the enabling RCW is attached.

c: Vice Presidents
Ken Dolan
Keetjie Ramo
Duane Thompson
Joyce Zenner

28B.35.350 Suspension and expulsion. Any student may be suspended or expelled from any regional university who is found to be guilty of an infraction of the regulations of the institution. [1977 ex.s. c 169 § 58. Prior: 1969 ex.s. c 223 § 28B.40.350; prior: 1961 ex.s. c 13 § 2, part; prior: (i) 1909 c 97 p 255 § 13; RRS § 4620. (ii) 1921 c 136 § 1, part; 1905 c 85 § 3, part; RRS § 4616, part. Formerly RCW 28B.40.350, part; 28.81.070.]

Severability—Nomenclature—Savings—1977 ex.s. c 169: See notes following RCW 28B.10.016.

28B.35.361 Exemption of certain veterans from payment of fees. The boards of trustees of each regional university may exempt from the payment of tuition or services and activities fees, except for individual instruction fees, (1) all veterans who served in the armed forces of the United States who have served the United States during any period of war as defined in RCW 41.04.005 and who shall have served with evidence of conduct other than undesirable, bad conduct or dishonorable upon release from active service: *Provided*, That such person is no longer entitled to federal vocational or educational benefits conferred by virtue of his military service: *Provided further*, That such exemptions shall be provided only to those persons otherwise covered who were enrolled in the regional universities on or before October 1, 1977, and (2) all children after the age of nineteen years of any law enforcement officer or fire fighter who lost his life or became totally disabled in the line of duty while employed by any public law enforcement agency or full time or volunteer fire department in this state. [1985 c 390 § 46; 1977 ex.s. c 322 § 12; 1977 ex.s. c 169 § 59. Prior: 1973 1st ex.s. c 191 § 3; 1971 ex.s. c 279 § 16; 1969 ex.s. c 269 § 9. Cf. 1969 ex.s. c 269 § 5. Formerly RCW 28B.40.361, part; 28.81.084.]

Severability—1977 ex.s. c 322: See note following RCW 28B.15.065.

Severability—Nomenclature—Savings—1977 ex.s. c 169: See notes following RCW 28B.10.016.

28B.35.370 Disposition of building fees and normal school fund revenues—Bond payments—Bond retirement funds—Capital projects accounts for construction, equipment, maintenance of buildings, etc. Within thirty-five days from the date of collection thereof all building fees of each regional university and The Evergreen State College shall be paid into the state treasury and these together with such normal school fund revenues as provided in RCW 28B.35.751 as are received by the state treasury shall be credited as follows:

(1) On or before June 30th of each year the board of trustees of each regional university and The Evergreen State College, if issuing bonds payable out of its building fees and above described normal school fund revenues, shall certify to the state treasurer the amounts required in the ensuing twelve months to pay and secure the payment of the principal of and interest on such bonds. The amounts so certified by each regional university and The Evergreen State College shall be a prior

lien and charge against all building fees and above described normal school fund revenues of such institution. The state treasurer shall thereupon deposit the amounts so certified in the Eastern Washington University bond retirement fund, the Central Washington University bond retirement fund, the Western Washington University bond retirement fund, or The Evergreen State College bond retirement fund respectively, which funds are hereby created in the state treasury, such funds for the regional universities being redesignations for the Eastern Washington State College bond retirement fund, the Central Washington State College bond retirement fund, and the Western Washington State College bond retirement fund, respectively. The amounts deposited in the respective bond retirement funds shall be used exclusively to pay and secure the payment of the principal of and interest on the building bonds issued by such regional universities and The Evergreen State College as authorized by law. If in any twelve month period it shall appear that the amount certified by any such board of trustees is insufficient to pay and secure the payment of the principal of and interest on the outstanding building and above described normal school fund revenue bonds of its institution, the state treasurer shall notify the board of trustees and such board shall adjust its certificate so that all requirements of moneys to pay and secure the payment of the principal of and interest on all such bonds then outstanding shall be fully met at all times.

(2) All building fees and above described normal school fund revenue not needed for or in excess of the amounts certified to the state treasurer as being required to pay and secure the payment of building or above described normal school fund revenue bond principal or interest shall be deposited in the Eastern Washington University capital projects account, the Central Washington University capital projects account, the Western Washington University capital projects account, or The Evergreen State College capital projects account respectively, which accounts are hereby created in the state treasury, such funds for the regional universities being redesignations for the Eastern Washington State College capital projects account, the Central Washington State College capital projects account, and the Western Washington State College capital projects account, respectively. The sums deposited in the respective capital projects accounts shall be appropriated and expended exclusively for the construction, reconstruction, erection, equipping, maintenance, demolition and major alteration of buildings and other capital assets, and the acquisition of sites, rights-of-way, easements, improvements or appurtenances in relation thereto except for any sums transferred therefrom as authorized by law. All earnings of investments of balances in these respective capital projects accounts shall be credited to the general fund. [1985 c 390 § 47; 1985 c 57 § 15; 1977 ex.s. c 169 § 79; 1969 ex.s. c 223 § 28B.40.370. Prior: 1967 c 47 §§ 11, 14; 1965 c 76 § 2; 1961 ex.s. c 14 § 5; 1961 ex.s. c 13 § 4. Formerly RCW 28B.40.370; 28.81.085; 28.81.540.]

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EWU MEMORANDUM

TO: Alexander F. Schilt, President

FROM: Frank L. Borelli, Vice President for Student Services *AB*

DATE: March 17, 1988

SUBJECT: Transcript Fee

Eastern Washington University is the only state four-year public university that does not require a fee in conjunction with transcript service which means that the entire cost of transcript production has to be borne by general fund appropriations. Eastern produces nearly 40,000 transcripts annually. Based on a review of transcript requests over the past several years, the number issued has been increasing by approximately eight percent per year. With ever increasing paper, postage, and staff costs, it is no longer financially possible to provide the service requested without additional resources.

It is recommended that a transcript fee be established effective July 1, 1988 with the following provisos:

1. The cost per official transcript will be \$3.00.
2. Students will be provided with two free official transcripts at the time of graduation.
3. Unofficial transcripts for on-campus use only will be provided to departments for advising purposes without charge.

EWU MEMORANDUM

TO: Alexander F. Schilt, President
FROM: Frank L. Borelli, Vice President for Student Services *FB*
DATE: April 12, 1988
SUBJECT: Changes to the Associated Students' Constitution

It is recommended that the Board of Trustees approve the proposed changes to the Associated Students' Constitution. These changes will enable the Associated Students to serve better the needs of students by providing more time for members to work together on issues as opposed to conducting elections each quarter.

I also recommend that the Board of Trustees delegate to the President of the University the authority to rule on subsequent changes to the Associated Students' Constitution. These matters need not be taken to the Board for approval.

EWU

Memorandum

To: Board of Trustees of Eastern Washington University

From: ASEWU Executive Officers
Dr. Frank Borelli, Vice President, Student Services

Date: April 8, 1988

Subject: Amendment Changes: Article III, Section 2, Article III, Section 11, and Article IV, Section 4

In our recent general elections of winter quarter, 1988, the student body of Eastern Washington University overwhelmingly passed three amendments to our constitution. Passage of these amendments would allow the implementation of our proposed election changes.

Article III, Section 4 was presented to the Board of Trustees last fall as an amendment which did not pass. However, at the recent election it did pass by a large majority of voters. The outline of these changes are described below. As was mentioned last fall, an overall plan to reduce the number of student elections to only once a year was recommended. These details were discussed at length.

While these changes may seem somewhat confusing, it was Council's opinion that these changes were the most fair and equitable means of transition under such restrictive circumstances.

In accordance to the ASEWU constitution, any amendment changes to our constitution requires a passage of two-thirds (2/3) vote of ten percent (10%) or more of the student body. (Please see the attached election vote breakdown.)

ARTICLE III: Section 2

From:

- (2) Membership. The members of the ASEWU council shall consist of nine at large council members, the ASEWU president, the ASEWU executive vice president, and the ASEWU finance vice president. The voting membership of the ASEWU council shall consist of the executive vice president and nine council members, elected by numbered, at large positions for one year. The council members shall take office on the last day of the quarter in which they are elected, as follows: positions 1 through 3 elected fall quarter, positions

Memorandum to the Board of Trustees of Eastern Washington University
Subject: Amendment Changes: Article III, Section 2, Article III, Section 11, and Article IV, Section 4
April 8, 1988
Page 2

4 through 6 elected winter quarter, positions 7 through 9 elected spring quarter. No person shall hold more than one elected position on the council. The ASEWU president and the ASEWU finance vice president shall have all council membership rights excluding voting.

To:

- (2) Membership. The members of the ASEWU council shall consist of nine at large council members, the ASEWU president, the ASEWU executive vice president, and the ASEWU finance vice president. The voting membership of the ASEWU council shall consist of the executive vice president and nine council members, elected by numbered, at large positions for one year. **All nine at large council members will be elected winter quarter. The council members shall take office on the last day of spring quarter.** No person shall hold more than one elected position on the council. The ASEWU president and ASEWU finance vice president shall have all council membership rights excluding voting.

For this transition to occur, Council Positions Numbers 1, 2 and 3 will be extended one (1) quarter, until the end of winter quarter, 1989. Council Positions Numbers 4, 5, and 6 would also be extended one quarter, until the end of spring quarter, 1989.

ARTICLE IV: Section 4, Subsection (d)

From:

- (d) Any members of ASEWU may present an "Application of Absent Voter" form to the office of the ASEWU president.

To:

- (d) Any member of ASEWU may receive and/or present an absentee ballot form at the office of the ASEWU president or any location designated by the ASEWU council.

Memorandum to the Board of Trustees of Eastern Washington University

Subject: Amendment Changes: Article III, Section 2, Article III, Section 11, and Article IV, Section 4

April 8, 1988

Page 3

ARTICLE III: Section 11, Subsection (a)

From:

(11) Terms.

- (a) The terms of the ASEWU president and the ASEWU executive vice-president shall be for one year and shall be elected winter quarter and take office the last day of winter quarter.

To:

(11) Terms.

- (a) The terms of the ASEWU president and the ASEWU executive vice-president shall be for one year and shall be elected winter quarter and take office the last day of spring quarter.

For this transition to occur, this year's newly elected officers for the 1988-89 academic school year will hold office for four (4) quarters, until the end of spring quarter, 1989.

ELECTION CHANGES: CONSTITUTIONAL CHANGES
Winter Quarter, 1988

<u>Article III:</u> <u>Section 2</u>	PUB First	PUB Second	Tawanka	Patter- son	William- son	Spokane Center	Total	Percent
For	298	68	195	86	77	43	767	77.2%
Against	91	19	65	20	20	12	227	22.8%
<u>Article III:</u> <u>Section 11</u>								
For	317	74	211	91	86	45	826	80.7%
Against	81	19	54	16	15	12	197	19.3%
<u>Article IV:</u> <u>Section</u>								
For	302	69	195	88	79	41	776	77.1%
Against	88	24	63	17	22	16	230	22.9%

PROPOSAL FOR ASEWU ELECTIONS TRANSITION

Elections will be held once a year during winter quarter.

1. The newly elected officers (executive) would take office the last day of winter quarter, 1988 and serve until the last day of spring quarter, 1989.
2. The outgoing president and vice-president would remain on as advisors and would be paid on a prorated basis until April 30. All voting and other authoritative duties would be under the new executives except that of the finance vice president.
3. For the transition period, those individuals currently in Council Positions 1, 2, and 3 would be extended for one quarter and serve until the end of winter quarter, 1989. The incoming Council members to these positions would begin serving the last day of winter quarter, 1989.
4. Council Positions 4, 5, and 6 would be elected winter quarter, 1988 and would serve four (4) quarters until the last day of spring quarter, 1989.
5. Council Positions 7, 8, and 9 would be elected spring of 1988 and would serve until the last day of spring quarter, 1989.
6. In the winter election, 1989, all positions with the exception of Council Positions 1, 2, and 3 and the finance vice president (as stated above), would officially begin the last day of spring quarter, 1989. There would be a one quarter training period provided for all incoming administration officials.

gc

bot\attac421.s88

FEBRUARY-MARCH, 1988 GRANTS AND CONTRACTS REPORT

Proposals Submitted, February 1-March 31, 1988:

<i>Unit</i>	<i>Number</i>	<i>Amount</i>
Archeological and Historical Services	1	10,000
Mathematical Sciences and Technology	1	50,268
Letters and Sciences	4	132,270
Health Sciences	3	466,874
Business	1	10,000
Social Work	2	349,020
TOTAL	12	\$1,018,432

Grants and Contracts Received, February-March, 1988

Letters and Sciences	2	270,892
Archeological and Historical Services	3	60,350
Mathematical Sciences and Technology	1	100,000
Health Sciences	1	15,000
TOTAL	3	\$446,242

YEAR TO DATE: July 1, 1987 - March 31, 1988

Proposals submitted	63	\$3,291,030
Grants and contracts received	39	\$1,809,524

* * * * *

HIGHLIGHTS, FEBRUARY-MARCH, 1988 GRANTS AND CONTRACTS RECEIVED


John Buchanan, Geology, "Groundwater Impact of Hillside Development," Granting Agency: Spokane County, \$13,097

The primary goal of this project is to evaluate the potential impact on the Spokane Aquifer of hillside development. This will be done by quantifying the contaminant loading to the Spokane Aquifer carried by runoff from a developed and an undeveloped basin that discharge over the aquifer. Various runoff events, such as snowfall, heavy, and light rains will be analyzed throughout the year.

Allan Scholz, Biology, "Pend Oreille River Fisheries Investigations," Granting Agency: Kalispell Tribe (BPA), \$257,794.

This project will identify fishery improvement opportunities on the Pend Oreille River in Box Canyon reservoir, including information on fish population dynamics, feeding habits, and factors limiting fish production. It will provide recommendations for alternatives in developing fisheries, and the costs of these various alternatives.

**EWU
MEMORANDUM**

TO: Dr. Alexander F. Schilt, President
FROM: Russ Hartman, Vice President, Business and Finance 
DATE: April 8, 1988

In accordance with established A/E selection procedures, the administration is authorized to approve selections for services under \$17,500, with the understanding that all such approvals are communicated to you and the Board of Trustees.

ALSC Architects of Spokane has been selected to provide design services for a Central Services building addition. In the opinion of the university architect, any of the firms evaluated can successfully perform the services required.

Although ALSC was ranked third by the evaluation committee, they were selected because they can provide the required services, and because they are the lowest ranked firm having minority and women employment.

B&F:3:pm
4BOTb

ARCHITECT/ENGINEER CONSULTANT SELECTION

Project: Central Services Building Addition

Project No.: AE-87-06

Description: This project will provide an addition for the warehouse operation in the Central Services Building. The selected architectural consultant will provide design and construction phase services.

Funding: To be jointly provided from the Minor Works Projects' capital budget and Central Services' support budget.

Evaluation Committee Members: (A) John E. Bauknecht, Central Services Supervisor II
(B) Richard Clark, University Architect
(C) Gary C. Miller, Director, Plant Services


TABULATION

RANK ORDER	FIRM	MWBE STATUS		TOTAL STAFF	TOTAL MINORITY	EMPLOYMENT STATUS		
		MBE%	WBE%			PERCENT MINORITY	TOTAL WOMEN	PERCENT WOMEN
1	Groesbeck-Pasold Architects, Spokane	0	0	8	0	0	1	13
2	Chenhall Architecture, Cheney	0	0	1	0	0	0	0
3	ALSC Architects, Spokane	0	0	28	3	11	10	36
4	dht ² Architecture, Spokane	0	0	3	0	0	1	33
5	Rundquist & Hard, P.S., Spokane	0	0	7	0	0	4	57
5	Tan-Boyle-Heyamoto, Spokane	100	0	4	2	50	1	25

Firm Selected: ALSC Architects, Spokane
Date of Selection: March 18, 1988

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**EWU
MEMORANDUM**

TO: Dr. Alexander F. Schilt, President
FROM: Russ Hartman, Vice President, Business and Finance 
DATE: April 8, 1988

In keeping with the university's A/E selection procedures, this is to inform you and the Board of Trustees that the structural engineering firm of Peden Peterson Lee, P.S., Spokane, has been selected to perform services regarding a structural problem on the second floor of the Pavilion. The selection was made in accordance with the emergency provision contained in the university's A/E selection procedures, and the fee will be under \$17,500.

This firm was selected from our general reference file to address a potentially hazardous structural condition which, in our opinion, required immediate attention. Precautions have been taken to ensure that no further deterioration or structural change occurs.

B&F:3:pm
4BOTc